

3. CAPITALIZATION RULES

(See also “Abbreviations and Letter Symbols” and “Capitalization Examples”)

3.1. It is impossible to give rules that will cover every conceivable problem in capitalization; but by considering the purpose to be served and the underlying principles, it is possible to attain a considerable degree of uniformity. The list of approved forms given in chapter 4 will serve as a guide. Obviously such a list cannot be complete. The correct usage with respect to any term not included can be determined by analogy or by application of the rules.

Proper names

3.2. Proper names are capitalized.

Rome	John Macadam	Italy
Brussels	Macadam family	Anglo-Saxon

Derivatives of proper names

3.3. Derivatives of proper names used with a proper meaning are capitalized.

Roman (of Rome)	Johannean	Italian
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3.4. Derivatives of proper names used with acquired independent common meaning, or no longer identified with such names, are set lowercased. Since this depends upon general and long-continued usage, a more definite and all-inclusive rule cannot be formulated in advance.

roman (type)	macadam (crushed	italicize
brussels sprouts	rock)	anglicize
venetian blinds	watt (electric unit)	pasteurize
	plaster of paris	

Common nouns and adjectives in proper names

3.5. A common noun or adjective forming an essential part of a proper name is capitalized; the common noun used alone as a substitute for the name of a place or thing is not capitalized.

Massachusetts Avenue; the avenue
Washington Monument; the monument
Statue of Liberty; the statue
Hoover Dam; the dam
Boston Light; the light
Modoc National Forest; the national forest
Panama Canal; the canal
Soldiers' Home of Ohio; the soldiers' home
Johnson House (hotel); Johnson house (residence)
Crow Reservation; the reservation

Federal Express; the express
 Cape of Good Hope; the cape
 Jersey City
 Washington City

but city of Washington; the city
 Cook County; the county
 Great Lakes; the lakes
 Lake of the Woods; the lake
 North Platte River; the river
 Lower California

but lower Mississippi
 Charles the First; Charles I
 Seventeenth Census; the 1960 census

3.6. If a common noun or adjective forming an essential part of a name becomes separated from the rest of the name by an intervening common noun or adjective, the entire expression is no longer a proper noun and is therefore not capitalized.

Union Station: union passenger station
 Eastern States: eastern farming States
 United States popularly elected government

3.7. A common noun used alone as a well-known short form of a specific proper name is capitalized.

the Capitol building in Washington, DC; *but* State capitol building
 the Channel (English Channel)
 the Chunnel (tunnel below English Channel)
 the District (District of Columbia)
 the Soldiers' and Airmen's Home (District of Columbia only)

3.8. The plural form of a common noun capitalized as part of a proper name is also capitalized.

Seventh and I Streets
 Lakes Erie and Ontario
 Potomac and James Rivers
 State and Treasury Departments
 British, French, and United States Governments
 Presidents Washington and Adams

3.9. A common noun used with a date, number, or letter, merely to denote time or sequence, or for the purpose of reference, record, or temporary convenience, does not form a proper name and is therefore not capitalized. (See also rule 3.38.)

abstract B	column 2	page 2	spring 1926
act of 1928	drawing 6	paragraph 4	station 27
amendment 5	exhibit D	part 1	table 4
apartment 2	figure 7	phase 3	title IV
appendix C	first district (not congressional)	plate IV	treaty of 1919
article 1	flight 007	region 3	volume X
book II	graph 8	room A722	war of 1914
chapter III	group 7	rule 8	ward 2
chart B	history 301	schedule K	
class I	mile 7.5	section 3	
collection 6		signature 4	

3.10. The following terms are lowercased, even with a name or number.

aqueduct	irrigation project	shipway
breakwater	jetty	slip
buoy	levee	spillway
chute	lock	turnpike
dike	pier	watershed
dock	reclamation project	weir
drydock	ship canal	wharf

Definite article in proper place names

3.11. To achieve greater distinction or to adhere to the authorized form, the word *the* (or its equivalent in a foreign language) is capitalized when used as a part of an official name or title. When such name or title is used adjectively, *the* is not capitalized, nor is *the* supplied at any time when not in copy.

British Consul v. The Mermaid (title of legal case)

The Dalles (OR); The Weirs (NH); *but* the Dalles region; the Weirs streets

The Hague; *but* the Hague Court; the Second Hague Conference

El Salvador; Las Cruces; L'Esterel

The National Mall; The Mall (Washington, DC only)

The Gambia

but the Congo, the Sudan, the Netherlands

3.12. In common practice, rule 3.11 is disregarded in references to newspapers, periodicals, vessels, airships, trains, firm names, etc.

the Washington Post

the Times

the Atlantic Monthly

the *Mermaid*

the *U-3*

the *Los Angeles*

the Federal Express

the National Photo Co.

Particles in names of persons

3.13. In foreign names such particles as *d'*, *da*, *de*, *della*, *den*, *du*, *van*, and *von* are capitalized unless preceded by a forename or title. Individual usage, if ascertainable, should be followed.

Da Ponte; Cardinal da Ponte

Den Uyl; Johannes den Uyl; Prime Minister den Uyl

Du Pont; E.I. du Pont de Nemours & Co.

Van Rensselaer; Stephen van Rensselaer

Von Braun; Wernher von Braun

but d'Orbigny; Alcide d'Orbigny; de la Madrid; Miguel de la Madrid

3.14. In anglicized names such particles are usually capitalized, even if preceded by a forename or title, but individual usage, if ascertainable, should be followed.

Justice Van Devanter; Reginald De Koven

Thomas De Quincey; William De Morgan

Henry van Dyke (his usage)

Samuel F. Du Pont (his usage); Irénée du Pont

3.15. If copy is not clear as to the form of such a name (for example, *La Forge* or *Laforge*), the two-word form should be used.

De Kalb County (AL, GA, IL, IN)

but DeKalb County (TN)

3.16. In names set in capitals, *de*, *von*, etc., are also capitalized.

Names of organized bodies

3.17. The full names of existing or proposed organized bodies and their shortened names are capitalized; other substitutes, which are most often regarded as common nouns, are capitalized only in certain specified instances to indicate preeminence or distinction.

National governmental units:

U.S. Congress: 106th Congress; the Congress; Congress; the Senate; the House; Committee of the Whole, the Committee; *but* committee (all other congressional committees)

Department of Agriculture: the Department; Division of Publications, the Division; *similarly* all major departmental units; *but* legislative, executive, and judicial departments

Bureau of the Census: the Census Bureau, the Bureau; *but* the agency

Environmental Protection Agency: the Agency

Geological Survey: the Survey

Government Printing Office: the Printing Office, the Office

American Embassy, British Embassy: the Embassy; *but* the consulate; the consulate general

Treasury of the United States: General Treasury; National Treasury; Public Treasury; the Treasury; Treasury notes; New York Subtreasury, the subtreasury

Department of Defense: Military Establishment; Armed Forces; All-Volunteer Forces; *but* armed services

U.S. Army: the Army; All-Volunteer Army; the Infantry; 81st Regiment; Army Establishment; the Army Band; Army officer; Regular Army officer; Reserve officer; Volunteer officer; *but* army shoe; Grant's army; Robinson's brigade; the brigade; the corps; the regiment; infantryman

U.S. Navy: the Navy; the Marine Corps; Navy (Naval) Establishment; Navy officer; *but* naval shipyard; naval officer; naval station

U.S. Air Force: the Air Force

U.S. Coast Guard: the Coast Guard

French Ministry of Foreign Affairs; the Ministry; French Army; British Navy

International organizations:

United Nations: the Council; the Assembly; the Secretariat

Permanent Court of Arbitration: the Court; the Tribunal (only in the proceedings of a specific arbitration tribunal)

Hague Peace Conference of 1907: the Hague Conference; the Peace Conference; the Conference

Common-noun substitutes:

Virginia Assembly: the assembly; the senate; the house of delegates

California State Highway Commission: Highway Commission of California; the highway commission; the commission

Montgomery County Board of Health: the Board of Health, Montgomery County; the board of health; the board

Common Council of the City of Pittsburgh: the common council; the council

Buffalo Consumers' League: the consumers' league; the league

Republican Party: the party

Southern Railroad Co.: the Southern Railroad; Southern Co.; Southern Road; the railroad company; the company

Riggs National Bank: the Riggs Bank; the bank

Metropolitan Club: the club

Yale School of Law: Yale University School of Law; School of Law, Yale University; school of law

3.18. The names of members and adherents of organized bodies are capitalized to distinguish them from the same words used merely in a descriptive sense.

a Representative (U.S.)	a Federalist	a Communist
a Republican	a Shriner	a Boy Scout
an Elk	a Socialist	a Knight (K.C., K.P., etc.)
	an Odd Fellow	

Names of countries, domains, and administrative divisions

3.19. The official designations of countries, national domains, and their principal administrative divisions are capitalized only if used as part of proper names, as proper names, or as proper adjectives. (See table on p. 228.)

United States: the Republic; the Nation; the Union; the Government; *also* Federal, Federal Government; *but* republic (when not referring specifically to one such entity); republican (in general sense); a nation devoted to peace

New York State: the State, a State (a definite political subdivision of first rank); State of Veracruz; Balkan States; six States of Australia; State rights; *but* state (referring to a federal government, the body politic); foreign states; church and state; statehood; state's evidence

Territory (Canada): Yukon, Northwest Territories; the Territory(ies), Territorial; *but* territory of American Samoa, Guam, Virgin Islands

Dominion of Canada: the Dominion; *but* dominion (in general sense)

Ontario Province, Province of Ontario: the Province, Provincial; *but* province, provincial (in general sense)

3.20. The similar designations *commonwealth*, *confederation* (*federal*), *government*, *nation* (*national*), *powers*, *republic*, etc., are capitalized only if used as part of proper names, as proper names, or as proper adjectives.

British Commonwealth, Commonwealth of Virginia: the Commonwealth; *but* a commonwealth government (general sense)

Swiss Confederation: the Confederation; the Federal Council; the Federal Government; *but* confederation, federal (in general sense)

French Government: the Government; French and Italian Governments: the Governments; *but* government (in general sense); the Churchill government; European governments

Cherokee Nation: the nation; *but* Greek nation; American nations

National Government (of any specific nation); *but* national customs

Allied Powers, Allies (in World Wars I and II); *but* our allies, weaker allies; Central Powers (in World War I); *but* the powers; European powers

Republic of South Africa: the Republic; *but* republic (in general sense)

Names of regions, localities, and geographic features

3.21. A descriptive term used to denote a definite region, locality, or geographic feature is a proper name and is therefore capitalized; also for temporary distinction a coined name of a region is capitalized.

the North Atlantic States	the Eastern Shore
the Gulf States	(Chesapeake Bay)
the Central States	the Badlands (SD and NE)
the Pacific Coast States	the Continental Divide
the Lake States	Deep South
East North Central States	Midsouth
Eastern North Central States	the Far East
Far Western States	Far Eastern
Eastern United States	the East
the West	Middle East
the Midwest	Middle Eastern
the Middle West	Mideast
the Far West	Mideastern (Asia)

Near East (Balkans, etc.)	the East Side
the Promised Land	Lower East Side (sections of a city)
the Continent (continental Europe)	Western Europe, Central Europe (political entities)
the Western Hemisphere	
the North Pole	<i>but</i>
the North and South Poles	lower 48 (States)
the Temperate Zone	the Northeast corridor
the Torrid Zone	

3.22. A descriptive term used to denote mere direction or position is not a proper name and is therefore not capitalized.

north; south; east; west
 northerly; northern; northward
 eastern; oriental; occidental
 east Pennsylvania
 southern California
 northern Virginia
 west Florida; *but* West Florida (1763–1819)
 eastern region; western region
 north-central region
 east coast; eastern seaboard
 northern Italy
 southern France

but East Germany; West Germany (former political entities)

Names of calendar divisions

3.23. The names of calendar divisions are capitalized.

January; February; March; etc.
 Monday; Tuesday; Wednesday; etc.

but spring; summer; autumn (fall); winter

Names of historic events, etc.

3.24. The names of holidays, ecclesiastic feast and fast days, and historic events are capitalized.

Battle of Bunker Hill
 Christian Era; Middle Ages
 Feast of the Passover; the Passover
 Fourth of July; the Fourth
 Ramadan
 Reformation
 Renaissance
 Veterans Day
 War of 1812; World War II

but war of 1914; Korean war; Vietnam war; gulf war

Trade names

3.25. Trade names, variety names, and names of market grades and brands are capitalized. Common nouns following such names are not capitalized.

Snow Crop (trade name)	Yellow Stained cotton (market grade)
Choice lamb (market grade)	Red Radiance rose (variety)

Bible, Holy Scriptures, Scriptures, Word; Koran; *also* Biblical; Scriptural; Koranic
 New Testament; Ten Commandments
 Gospel (memoir of Christ); *but* gospel truth
 Apostles' Creed; Augsburg Confession; Thirty-nine Articles
 Episcopal Church; an Episcopalian; Catholicism; a Protestant
 Christian; *also* Christendom; Christianity; Christianize
 Black Friars; Brother(s); King's Daughters; Daughter(s); Ursuline Sisters; Sister(s)
 Satan; the Devil; *but* a devil; the devils; devil's advocate

Titles of persons

3.34. Civil, religious, military, and professional titles, as well as those of nobility, immediately preceding a name are capitalized.

President Clinton	Dr. Bellinger
King George	Nurse Joyce Norton
Ambassador Acton	Professor Leverett
Lieutenant Fowler	Examiner Jones (law)
Chairman Smith	Vice-Presidential candidate Kemp

but baseball player Ripken; maintenance man Flow; group chief Collins

3.35. To indicate preeminence or distinction in certain specified instances, a common-noun title immediately following the name of a person or used alone as a substitute for it is capitalized.

Title of a head or assistant head of state:

William J. Clinton, President of the United States: the President; the President-elect; the Executive; the Chief Magistrate; the Commander in Chief; ex-President Bush; former President Truman; *similarly* the Vice President; the Vice-President-elect; ex-Vice-President Mondale

James Gilmore, Governor of Virginia: the Governor of Virginia; the Governor; *similarly* the Lieutenant Governor; *but* secretary of state of Idaho; attorney general of Maine

Title of a head or assistant head of an existing or a proposed National governmental unit:

Madeleine Albright, Secretary of State: the Secretary; *similarly* the Acting Secretary; the Under Secretary; the Assistant Secretary; the Director; the Chief or Assistant Chief; the Chief Clerk; etc.; *but* Secretaries of the military departments; secretaryship

Titles of the military:

General of the Army(ies): United States only; Supreme Allied Commander; Gen. Henry H. Shelton, Chairman, Joint Chiefs of Staff; Joint Chiefs of Staff; Chief of Staff, U.S. Air Force; the Chief of Staff; *but* the commanding general; general (military title standing alone not capitalized)

Titles of members of diplomatic corps:

Walter S. Gifford, Ambassador Extraordinary and Plenipotentiary: the American Ambassador; the British Ambassador; the Ambassador; the Senior Ambassador; His Excellency; *similarly* the Envoy Extraordinary and Minister Plenipotentiary; the Envoy; the Minister; the Chargé d'Affaires; the Chargé; Ambassador at Large; Minister Without Portfolio; *but* the consul general; the consul; the attaché; etc.

Title of a ruler or prince:

Elizabeth II, Queen of England: the Queen; the Crown; Her Most Gracious Majesty; Her Majesty; *similarly* the Emperor; the Sultan

Charles, Prince of Wales: the Prince; His Royal Highness

Titles not capitalized:

Charles F. Hughes, rear admiral, U.S. Navy: the rear admiral

Lloyd H. Elliott, president of George Washington University: the president

C.H. Eckles, professor of dairy husbandry: the professor

Betty Acton, chairwoman of the committee; the chairman; the chairperson; the chair

3.36. In formal lists of delegates and representatives of governments, all titles and descriptive designations immediately following the names should be capitalized if any one is capitalized.

3.37. A title in the second person is capitalized.

Your Excellency
Your Highness
Your Honor
Mr. Chairman
Madam Chairman

Mr. Secretary

but not salutations:
my dear General
my dear sir

Titles of publications, papers, documents, acts, laws, etc.

3.38. In the full or short English titles of periodicals, series of publications, annual reports, historic documents, and works of art, the first word and all important words are capitalized.

Statutes at Large; Revised Statutes; District Code; Bancroft's History; Journal (House or Senate) (short titles); *but* the code; the statutes
Atlantic Charter; Balfour Declaration; *but* British white paper
Chicago's American; *but* Chicago American Publishing Co.
Reader's Digest; *but* New York Times Magazine; Newsweek magazine
Monograph 55; Research Paper 123; Bulletin 420; Circular A; Article 15: Uniform Code of Military Justice; Senate Document 70; House Resolution 45; Presidential Proclamation No. 24; Executive Order No. 24; Royal Decree No. 24; Public Law 89-1; Private and Union Calendars; Calendar No. 80; Calendar Wednesday; Committee Print No. 32, committee print; *but* Senate bill 416; House bill 61
Annual Report of the Public Printer, 1998; *but* seventh annual report, 19th annual report
Declaration of Independence; the Declaration
Constitution (United States or with name of country); constitutional; *but* New York State constitution: first amendment, 12th amendment
Kellogg Pact; North Atlantic Pact; Atlantic Pact; Treaty of Versailles; Jay Treaty; *but* treaty of peace, the treaty (descriptive designations); treaty of 1919
United States v. Four Hundred Twenty-two Casks of Wine (law)
The Blue Boy, Excalibur, Whistler's Mother (paintings)

3.39. All principal words are capitalized in titles of addresses, articles, books, captions, chapter and part headings, editorials, essays, headings, headlines, motion pictures and plays (including television and radio programs), papers, short poems, reports, songs, subheadings, subjects, and themes. The foregoing are also quoted.

3.40. In the short or popular titles of acts (Federal, State, or foreign) the first word and all important words are capitalized.

Revenue Act; Walsh-Healey Act; Freedom of Information Act; Classification Act; *but* the act; Harrison narcotic law; Harrison narcotic bill; interstate commerce law; sunset law

3.41. The capitalization of the titles of books, etc., written in a foreign language is to conform to the national practice in that language.

First words

3.42. The first word of a sentence, of an independent clause or phrase, of a direct quotation, of a formally introduced series of items or phrases following a comma or colon, or of a line of poetry, is capitalized.

The question is, Shall the bill pass?

He asked, "And where are you going?"

The vote was as follows: In the affirmative, 23; in the negative, 11; not voting, 3.

Lives of great men all remind us

We can make our lives sublime.

3.43. The first word of a fragmentary quotation is not capitalized.

She objected "to the phraseology, not to the ideas."

3.44. The first word following a colon, an exclamation point, or a question mark is not capitalized if the matter following is merely a supplementary remark making the meaning clearer.

Revolutions are not made: they come.

Intelligence is not replaced by mechanism: even the telex must be guided by its master's voice.

But two months dead! nay, not so much; not two.

What is this? Your knees to me? to your corrected son?

3.45. The first word following *Whereas* in resolutions, contracts, etc., is not capitalized; the first word following an enacting or resolving clause is capitalized.

Whereas the Constitution provides * * *; and

Whereas Congress has passed a law * * *;

Whereas, moreover, * * *. Therefore be it

Whereas the Senate provided for the * * *: Now, therefore, be it

Resolved, That * * *; and be it further

Resolved (jointly), That * * *

Resolved by the House of Representatives (the Senate concurring), That * * *. (Concurrent resolution, Federal Government.)

Resolved by the Senate of Oklahoma (the House of Representatives concurring therein), That * * *. (Concurrent resolution, using name of State.)

Resolved by the senate (the house of representatives concurring therein), That * * *. (Concurrent resolution, not using name of State.)

Resolved by the Assembly and Senate of the State of California (jointly), That * * *. (Joint resolution, using name of State.)

Resolved by the Washington Board of Trade, That * * *

Provided, That * * *

Provided further, That * * *

Provided, however, That * * *

And provided further, That * * *

Ordered, That * * *

Be it enacted, That * * *

Center and side heads

3.46. Unless otherwise marked, centerheads are set in capitals, and sideheads are set in lowercase and only the first word and proper names are capitalized. In centerheads making two lines, wordbreaks should be avoided. The first line should be centered and set as full as possible.

3.47. In heads set in caps, a small-cap *c* or *ac*, if available, is used in such names as *McLean* or *MacLeod*; otherwise a lowercase *c* or *ac* is used. In heads set in small caps, a thin space is used after the *c* or the *ac*.

3.48. In such names as *LeRoy*, *DeHostis*, *LaFollette*, etc. (one-word forms only), set in caps, the second letter of the particle is

made a small cap, if available; otherwise lowercase is used. In heads set in small caps, a thin space is used. (See rule 3.15.)

3.49. In matter set in caps and small caps or caps and lowercase, capitalize all principal words, including parts of compounds which would be capitalized standing alone. The articles *a*, *an*, and *the*; the prepositions *at*, *by*, *for*, *in*, *of*, *on*, *to*, and *up*; the conjunctions *and*, *as*, *but*, *if*, *or*, and *nor*; and the second element of a compound numeral are not capitalized. (See also rule 8.129.)

World en Route to All-Out War
 Curfew To Be Set for 10 o'Clock
 Man Hit With 2-Inch Pipe
 No-Par-Value Stock for Sale
 Yankees May Be Winners in Zig-Zag Race
 Ex-Senator Is To Be Admitted
 Notice of Filing and Order on Exemption From Requirements
but Building on Twenty-first Street (if spelled)
 One Hundred and Twenty-three Years (if spelled)
 Only One-tenth of Shipping Was Idle
 Many 35-Millimeter Films in Production
 Built-Up Stockpiles Are Necessary (*Up* is an adverb here)
 His Per Diem Was Increased (*Per Diem* is used as a noun here); Lower
 Taxes per Person (*per* is a preposition here)

3.50. If a normally lowercased short word is used in juxtaposition with a capitalized word of like significance, it should also be capitalized.

Buildings In and Near the Minneapolis Mall

3.51. In a heading set in caps and lowercase or in caps and small caps, a normally lowercased last word, if it is the only lowercased word in the heading, should also be capitalized.

All Returns Are In

3.52. The first element of an infinitive is capitalized.

Controls To Be Applied
but Aid Sent to Disaster Area

3.53. In matter set in caps and small caps, such abbreviations as *etc.*, *et al.*, and *p.m.* are set in small caps; in matter set in caps and lowercase, these abbreviations are set in lowercase.

PLANES, GUNS, SHIPS, ETC.	IN RE THE 8 P.M. MEETING
Planes, Guns, Ships, etc.	In re the 8 p.m. Meeting
JAMES BROS. ET AL. (no comma)	
James Bros. et al.	

3.54. Paragraph series letters in parentheses appearing in heads set in caps, caps and small caps, small caps, or in caps and lowercase are to be set as in copy.

Addresses, salutations, and signatures

3.55. The first word and all principal words in addresses, salutations, and signatures are capitalized. See Chapter “Datelines, Addresses, and Signatures.”

Interjections

3.56. The interjection *O* is always capitalized. Interjections within a sentence are not capitalized.

Sail on, O Ship of State!
For lo! the days are hastening on.
But, oh, how fortunate!

Historic or documentary accuracy

3.57. Where historic, documentary, technical, or scientific accuracy is required, capitalization and other features of style of the original text should be followed.