

CAPITALIZATION

- Capitalize the first word of a quoted sentence.

He asked, "Would you like to get some coffee?"
 "Look out!" Steve yelled. "You'll hit the tree."

- Capitalize a proper noun.

Empire State Building, White House,
 Statue of Liberty



- Capitalize a person's title when it comes before the name. Do *not* capitalize when the title acts as a description after the name.

Director Smith will start the meeting at 3:00.
 Mr. Smith, the director, will start the meeting at 3:00.

CAPITALIZATION

- Capitalize a person's title when it follows the name on an address or signature line.

Ms. Jones, Director
 Big Company
 123 Main Street

Sincerely,
 Dr. Williams, Chairperson

- Capitalize any title when used to directly address a person.

Could you drive me to the mall, Mom?
 May I make an appointment, Doctor?

- Capitalize directions (north, south, east, west) *only* when they refer to specific regions.

We had family from the midwest/Midwest visiting over the weekend.
 The restaurant is at the north/North end of the city.

CAPITALIZATION

- Always capitalize the first and last words of titles.
- Capitalize other short words (Is, Are, Be), *except for* prepositions (*of, from, in*) or little words (*a, and, but, the, as, if*).

Under the Dome, The Blue Book of Grammar, Alice in Wonderland

- Do not capitalize the names of seasons.

The flowers will be blooming soon because spring is coming.

- Capitalize the first word of a salutation and the first word of the closing.

Dear Mr. Adams: Sincerely,
 To whom it may concern: Truly yours,
 Dear Jim,

- Only capitalize "federal" and "state" if they are part of an official agency name or in government documents. If used in general terms, do not capitalize.

The state's budget was passed today.
 The head of the State Department was in a car accident.

CAPITALIZATION

- Capitalize words if they come from proper nouns.

I'm taking English this semester.
 Not I'm taking History (doesn't come from a country)

- Don't capitalize the first word after a sentence that ends in a colon, if that word begins a list.

We need to get these things at the store: paper towels, sponges, dishwashing liquid.

- If there is only one complete sentence after a colon, do *not* capitalize the first word of that sentence. If, however, two or more sentences follow the colon, the first word of *each* sentence should be capitalized.

She likes Stephenie Meyer's books: her favorite is *Eclipse*.
 She likes Stephenie Meyer's books: Her favorite is *Eclipse*. She also went to see the movie based on the book.

WRITING NUMBERS

- Spell out single-digit numbers. Use numerals for numbers greater than nine.

She needs five copies of that book to give to her friends.
 Tom made 15 trips to his beach house last year.

- Be consistent. Spell out numbers in a category if one is a single-digit number.

The 30 students attended the season's five home games, but only 9 attended away games.

- Spell out simple fractions and use a hyphen.
- If a fraction is mixed, use numerals unless it's at the beginning of a sentence.

Five and one-half percent is the current interest rate.
 Will the savings account earn a 5-1/2 percent rate?

WRITING NUMBERS

- Write large numbers simply: spell out round numbers.

They won five million dollars in the lottery.
 The commercial says you can earn from five hundred to one thousand dollars per week. OR
 The commercial says you can earn from \$500 to \$1,000 per week.

- Write decimals in figures. Put a zero in front of a decimal unless the number begins with a zero.

The difference in their height was only 0.75 inches.
 The difference in their height was .07 of a foot.

- No apostrophe is used with the "s" when writing decades: '80s; '90s.

WRITING NUMBERS

- When writing times, spell them out even with quarter and half hours. With *o'clock*, the time is always spelled out.

Jim has a class at nine thirty.
Sue leaves work at five o'clock.

- Use numerals with A.M. and P.M. or when talking about exact times.

You need to be at the appointment at 1:30 sharp.
The flight is due to arrive at 5:58 p.m.

- But, do *not* use A.M. or P.M. with 12:00; use *noon* and *midnight* instead.

- Hyphenate compound numbers from *twenty-one* through *ninety-nine*.

- Write out a number if it begins a sentence.

Fifty-seven people were on the airplane when it crashed.
Thirty-two of them were uninjured.
