Capitalization

Capitalize the first word of sentences.

Examples:

• The threat of snow caused the entire town to shut down.
• An average season had fans worrying about the team’s future.

Capitalize proper nouns (i.e. names, nationalities, organizations, etc.), but do NOT capitalize common nouns.

Examples of proper nouns:

• The teacher wondered if Bill was even trying to stay awake during class.
• Renee was French and had a strong understanding of European culture.
• The Central Intelligence Agency would not disclose its findings.


Capitalize titles when used as part of a proper name. However, if the title appears alone, do NOT capitalize.

Examples:

• The case befuddled District Attorney Miller.
• Dr. Bryant sought advice from Professor Saban regarding the study.
• The doctor thought that the attorney knew more than the professor.

Capitalize the first word after a colon if the phrase after the colon is a complete sentence.

Examples:

• After watching Joe Namath play in several SEC games, the scouts came to a decision: He was good enough to play in the NFL.
• Before going to the store, she made a list: eggs, bread, and salad.

Capitalize abbreviations for departments or organizations.

Examples:

• The FBI captured the suspects in a raid.
• UA contemplated purchasing an elephant for home football games.
• IBM developed a new processor with the hopes of attracting students.