**CAPITALIZATION**

Use the following capitalization rules in your transcriptions and other writings:

1. Capitalize the beginning of a sentence.

2. Capitalize an expression used as a sentence:

Why?

3. In a listing preceded by a colon, each item displayed in a list starts with a capital.

4. Capitalize after a colon if the sentence can stand alone as a complete sentence, otherwise do not capitalize.

5*.* Subtitles – Capitalize all words with four or more letters; also capitalize words with fewer than four letters except the, a, an, and, as, but, if, or, nor, at, by, for, in, of, off, on, out, to, and up.

6*.* For external correspondence, do not capitalize names of departments or titles of employees; you may choose to do so for internal correspondence.

7. Within a sentence, capitalize only those elements of hyphenated words that are proper nouns or proper adjectives:

mid-Atlantic

8. Languages are capitalized:

English

9. In a hyphenated title, capitalize only the proper noun:

Mayor-elect

10. Capitalize proper nouns such as names and names of companies.

11. Capitalize directions that pertain to a region:

Ottawa West

12. Do not capitalize seasons:

Summer

13. Capitalize the names of holidays:

Christmas

14. Never capitalize a title of a person after the person’s name even if followed by a comma:

Mrs. Leslie Barbour, vice president of Best Industries

15. Capitalize a title if preceding a name:

President Robert Gilman

16. Capitalize a title of distinction:

Prime Minister

17. Don’t capitalize general degrees unless they are following a person’s name:

Cindy Johnston, Doctor of Sociology

Robert Rutledge, M.D.