

Capitalisation



Capital letters give meaning clues. Did I use one:

- to begin a sentence?
- to show a proper noun (name of a character, day, month, or season)?

*Note: Use a capital for Summer, Winter, Autumn, Spring when the word is a proper noun, when the word is personified, or when the word begins a sentence. For example,

She competed in the Summer Olympics. (proper noun)

She loved Summer's warm embrace. (personified)

Summer in Australia is hot. (begins a sentence)

Do not use a capital when the words are common nouns. For example, *I love summer.*

- to begin a quote or dialogue when the quote or dialogue is a complete sentence?
- for most words in titles, first word, all nouns, all verbs, all adjectives, all proper nouns?

So, use lowercase for articles (e.g., the), conjunctions (e.g., and) and prepositions (e.g., to).

Note: Some guides say to capitalise conjunctions and prepositions longer than five letters.

- some time periods and events (Middle Ages, World War I), but not centuries (twentieth century)

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z