Rules of CAPITALIZATION

1. Always **capitalize** the first word of every sentence.
2. **Capitalize** the first word of every direct quotation.
   * John said, "The first thing I want to do is eat."
   * "William is my friend," he said, "but John is not." ("but" is **not capitalized** because it doesn't start a new sentence.)
   * "We eat at six," he said. "Late comers will not be fed." ("Late" is **capitalized** because it starts a new sentence.)
3. Always **capitalize** the first word and the last word of every title. The words in between are also **capitalized** unless they are short connecting words,
4. Always **capitalize** the names of people, places, and languages/races/nationalities.
   * John, Uncle Roger, Aunt Martha, Marsha, Dr. Bob, etc.
   * Los Angeles, Lake Isabella, Russia, South America, etc.
   * English, Spanish, German, French, Italian, etc.
5. Always **capitalize** the names of the months, the days of the week, and special days such as holidays, but not the seasons of the year (fall, winter, spring, summer).
   * January, February, March, April, May, etc.
   * Monday, Tuesday, Wednesday, etc.
   * Valentines Day, Fourth of July, Christmas, Columbus Day, etc.
6. Always **capitalize** a "title of relationship" if it takes the place of the person's name or is used as part of the person's name. If a pronoun such as "my" is in front of the word, a **capital** is **not** used.
   * I had dinner with Uncle Bill. But...I had dinner with my uncle.
   * I went with Mother to the store. But...I went with my mother to the store.
   * I spoke with Dad last night. But...I spoke with my dad last night and her mother last night.
7. Always **capitalize** the names of particular people or things, but never general ones.
   * I had dinner with Doctor Smith. But...I had dinner with the doctor.
   * I swam in the Kern River. But...I swam in the river and fished in the lake.
   * I am taking history and math along with English and Spanish. (notice that English and Spanish are **capitalized** because while they are not the names of specific courses, they are the formal names of languages.)
   * I graduated from Hart High School. But...I graduated from high school.
   * I went to the University of the Pacific. But...I went to the university.
   * He goes to Taft College. But...He goes to college.