

CAPITALIZATION & COMMA RULES

I. CAPITALIZATION - Capitalize the following:

- A. the 1st word in a sentence
- B. the pronoun I
- C. names of people & their titles (except titles without the name)
- D. nationalities, languages, religions, and ethnic groups
- E. specific places that can be found on a map
- F. names of specific structures (e.g., buildings, roads, bridges)
- G. names of specific organizations (e.g., businesses, schools, clubs)
- H. days, months, holidays, and special time periods (except seasons)
- I. geographic areas (not compass directions)
- J. abbreviations & acronyms (capitalize only the 1st letter a person's abbreviated title)
- K. all words in the greeting & the 1st word of the closing in a letter

II. COMMAS - use a comma:

- A. after time-order transitions (except *then*)
- B. after the 1st part of a compound sentence
- C. to separate items (3 or more) in a series (these may be words or phrases)
- D. to separate thousands, millions, billions etc. (do NOT use commas with numbers that express the year, to separate dollars & cents, or to separate whole numbers from decimals)
- E. to separate the parts of dates & after the year (e.g., December 19, 2001 will be the last day of class)
- F. to separate the parts of an address EXCEPT between the state & zip code
- G. after the greeting and closing in a personal letter & after the closing in a business letter