

Capitalization

- A proper noun names a particular or specific person, place, or thing; it is capitalized.
- A common noun refers to a person, place, or thing; it is not capitalized within a sentence.
- Capitalize titles of people, such as office, rank, or profession, when the title comes directly before a person's name.
- Most titles of people are not capitalized when they stand alone and do not come directly before a person's name.

Exceptions:

- Capitalize titles of high-ranking officials, like the President and Vice President, when they refer to the current person in office.
- Capitalize a person's title when it stands alone in direct address.
- Capitalize a title showing a family relationship when it comes directly before a person's name and when it is used as a person's name.
- Do not capitalize a family member's title when it comes directly after a possessive noun or pronoun.
- Capitalize the first, last, and important words in titles and subtitles of written works and other works of art such as songs, articles, movies, and online documents.