CAPITALIZATION, ITALICS, AND QUOTATION MARKS

Capitalization:
Capital (uppercase) letters are used to indicate the start of a new sentence. They also are used for proper names, proper adjectives, and some abbreviations.

Rules Include:
- Capitalize names and associated titles of people. For example: Ruth Bader Ginsberg or Albert Einstein
- Capitalize the names of places. For example: San Diego or Maple Street
- Capitalize the names of historic events. For example: World War II or the Revolutionary War
- Capitalize the names of organizations, companies, and institutions. For example: the United Nations or Dixie State University
- Capitalize the names of products and unique objects. For example: the Titanic or the Hope Diamond
- Capitalize religious, national, and ethnic names. For example: Catholicism or the Koran
- Capitalize adjectives based on proper nouns. For example: American football or Jewish literature
- Capitalize the names of languages and language references: Greek food, standard English

Capitalization is optional after a colon or dash in a sentence. However, if there are parentheses used in your sentence, the first letter of the first word within the parenthesis is not capitalized.

Italics:
Titles of independent creative works, names of vehicles, and foreign words and phrases should be italicized. Additionally, italics can be used to add emphasis.

Examples of independent creative works that should be italicized include:
- Books, Magazines, Newspapers, Long Poems, Movies, Plays, TV Programs, Paintings, Sculptures, and Music Albums

Quotation Marks:
Quotations are used to attribute direct quotes, suggest skepticism about a term, or when citing titles of short, or dependent, works. **Do not** use quotations when using an indirect quote, or paraphrasing.

- Use quotation marks for exact, direct quotes. For example: One viewer called it “a very readable and timely book.”
- Use quotation marks when you believe that a term is being misused by others. For example: What “methods” would you use?
• Use quotations when citing titles of short, or dependent, works. For example: “Smells like Teen Spirit” is a 90s classic. (Note that “Smells like Teen Spirit” is the name of a song, making it dependent on the album, Nevermind, which is italicized.)