

Do capitalize

- the first word in a sentence
- the pronoun *I*
- abbreviations and acronyms, if they are formed from the first letters of words in that phrase (e.g. STU, ATM, UN)
- the name of days of the week, months, and special days (e.g. March, Thursday, Hallowe'en)
- proper nouns, like
 - the names of specific people and deities (e.g. Alice Munro, Mr. Bean, Vishnu)
 - the names of specific groups of people (e.g. Canadians, First Nations, Muslims)
 - job titles when used with specific names (e.g. Prime Minister Stephen Harper)
 - the names of languages and religions (e.g. Spanish, Judaism)
 - the names of specific places and geographic regions (e.g. Belize, New England, the Great Plains, the East Coast, the Restigouche River)
 - the names of specific buildings or structures (e.g. Holy Cross House, Confederation Bridge, Mactaquac Dam)
 - the names of specific businesses, organizations, or institutions (e.g. Toronto City Council, Horizon Health, Saint John Sea Dogs, Shoppers Drug Mart)
 - respect the unique capitalization of company names, brand names, and trademarks (e.g. iTunes, eBay)
 - the names of specific courses (e.g. Economics 1023, Science and Technology Studies 2313: Energy and Society)
 - the names of specific departments (e.g. Department of English Language and Literature)
 - a season when it refers to a specific school semester (e.g. Fall 2015)
- titles of stories, poems, books, magazines, newspapers, plays, films, TV shows, songs, albums, works of art, events, etc. (e.g. the Stanley Fair, *The Daily Gleaner*, *The X-Files*, "You Are My Sunshine," Pieta)
 - we usually capitalize the first word of a title and any other important nouns, adjectives, verbs, adverbs; we do not capitalize prepositions (e.g. of, into, through) and conjunctions (e.g. and, or) in titles, except if they are the first word in the title (e.g. *The Old Man and the Sea*)
 - capitalization of titles can differ depending on which style guide you're using (e.g. MLA, APA, Chicago, Canadian Press)
- titles of particular degrees (e.g. PhD in Social and Political Thought, Master of Publishing)

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Do **NOT** capitalize

- general directions (e.g. northern New Brunswick, west of Montreal)
- the seasons (e.g. spring)
- the names of school subjects (e.g. psychology), unless they contain words that are proper nouns (e.g. French literature, Catholic studies)
- general degree titles (e.g. bachelor's degree in biology)

MAY capitalize

- job titles when they are not used with specific names (e.g. the payroll officer or the Payroll Officer)
- the names of racial and ethnic groups based on skin colour (e.g. black or Black)