

Capitalisation Rules

Capitalisation Rules for Nouns

Capitalisation rules can be divided into two main categories

The standard rules

All the other places where capitals are used

Standard Capitalisation Rules for Nouns

The start of a sentence

- The first word in a sentence is always uppercase.
- Unless it's a brand name that starts with a lowercase letter (eBay, iPhone).

All proper nouns

- Tom, Jupiter, Wall Street, Buckingham Palace, Tuesday, June, New York ...
- Please refer to the lecture on common and proper nouns for more details.

The first person pronoun 'I'

- It doesn't matter where I put this letter, it's always uppercase.

Other Capitalisation Rules for Nouns

Other places where capitals are used

In letters and emails

Poetry

Titles and headings

Letters and Emails

Letters and emails generally start like this:

Dear Ms. Brown,

Many thanks for your letter ...

Hi Bob,

Did you also have a great time yesterday?

Poetry

In poetry, especially traditional poetry, each line starts with a capital letter, irrespective of how the previous line has been punctuated.

Roses are red,
Violets are blue,
Sugar is sweet,
And so are you.

Roses are red,
Cabbages are green,
My face is a laugh,
But yours is a scream.

Roses are red,
Violets are blue,
Some poems rhyme,
But this one doesn't.

- Also in poetry and literature, the letter 'O' is often capitalised, as it is used as a direct form of address
- For example, in The Odyssey
- Tell me, O Muse, of that ingenious hero who travelled far and wide ...

Titles and Headings

There are several options for titles and headings.

Capitalise the first word only

- Titles and headings

Capitalise every word

- Titles And Headings

Capitalise the significant words

- Titles and Headings

The important thing is to be consistent.