**Capitalization**

1. Proper names are capitalized
   1. Names and nicknames such as Buffalo Bill, Scotch tape, Pepsi, George Washington
   2. Peoples and their languages such as African Americans, Eskimos, Asians, English, Korean, etc.
   3. Geographical Names. Capitalize both words if a specific location is addressed. Do not capitalize directions unless it is part of a specific location.

-China, Ellis Island, New Jersey, Yellowstone National Park

-Ohio River, Pacific Ocean, North Main Street, Randolph County

-There is a river near our house. The ocean is to the east. We live in a rural county.

* 1. Organizations, institutions, and companies such as Howard University, Ford Motor Company, Museum of Modern Art if is specific.

-Ford Motor Company vs. a motor car company

-There is a university in our city vs. the University of North Carolina at Greensboro is in our city.

-Landwell and Rubrics Law Firm vs. a large law firm

* 1. Capitalize regions such as the Midwest, the Far East, the Pacific Northwest
  2. Days of the week, months, and holidays but not seasons such as Wednesday, August, Fourth of July, winter, and spring.
  3. Historical Documents, periods, and movements such as Declaration of Independence, Stone Age, Gulf War
  4. Religions, holy books, holy days such as Christianity, Hinduism, Islam, Judaism, Bible, Koran, Easter, Ramadan, Yom Kippur
  5. Titles of words that precede the name are capitalized but not those that follow it or stand alone such as President Bush but not George Bush, the president
  6. In titles of books, plays, and essays, the words are capitalized except for small words such as *a, an, the, in , on, to, with, for,* etc.
  7. The first word of every sentence