

# Using Capital Letters



Below are a list of rules to follow to make sure all capital letters go in the right place.

## All sentences begin with a capital letter

- ◇ Welcome to UCOL.

## Proper nouns, names of a specific person or thing, begin with a capital letter.

All other important words in the name must also start with a capital letter. Words that do not need to be written with a capital letter unless they are the first word of the name are *a, an, and, the, of, to, by, etc.*

- ◇ John Key (a prime minister)
- ◇ Pacific Ocean (name of a body of water)
- ◇ New Zealand (name of a country)
- ◇ Saturday (name of a day)
- ◇ Ministry of Health (government organisation)
- ◇ Boxing Day (name of a statutory holiday)

## Titles of books, songs, stories, works of art, magazine articles, tests and other written materials must begin with a capital letter.

Every other important word of the title must also begin with a capital letter. Words that do not need a capital letter unless they are the first word of the title are *a, an, and, of, to, by, the, etc.*

- ◇ Nursing Standard (name of a nursing journal)
- ◇ Manawatu Standard (name of a newspaper)

## The letter I, when used as a pronoun referring to yourself, must always be written as a capital letter.

- ◇ Please tell me what I need to do.

## Titles of people when used with their names, or in place of their names must begin with a capital letter.

- ◇ Dame Malvina Major.