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Capitalization 12.2-12.3

- A. Capitalize proper names of geographical places
- a.
  - b.
- B. Do NOT capitalize the words *a*, *an*, or *the*, or prepositions (like *of* and *to*) that are part of these names
- a.
  - b.
- C. ONLY capitalize directional words if they name a specific region
- a.
  - b.
- D. Quotations
- a. Capitalize the first word of a direct quotation
    - 1.
    - 2.
  - b. Divided quotation – do NOT capitalize the first word of the second part unless it starts a new sentence
    - 1.
    - 2.
- E. Important words in names of \_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.
- F. Abbreviations of names of \_\_\_\_\_ and \_\_\_\_\_.
- a.
  - b.
- G. Titles and subtitles
- a. Always capitalize the first word
  - b. Capitalize all other important words in a title
  - c. Un-important words
    1. Articles (the, a, an)
    2. Coordinating conjunctions (and, but, or)
    3. Prepositions w/less than 5 letters (to, for, from, of)
  - d. Examples
    - 1.
    - 2.
    - 3.