3. Capitalization Rules
(See also Chapter 4 “Capitalization Examples” and Chapter 9 “Abbreviations and Letter Symbols”)

3.1. It is impossible to give rules that will cover every conceivable problem in capitalization, but, by considering the purpose to be served and the underlying principles, it is possible to attain a considerable degree of uniformity. The list of approved forms given in Chapter 4 will serve as a guide. Obviously such a list cannot be complete. The correct usage with respect to any term not included can be determined by analogy or by application of the rules.

Proper names
3.2. Proper names are capitalized.

Rome John Macadam Italy
Brussels Macadam family Anglo-Saxon

Derivatives of proper names
3.3. Derivatives of proper names used with a proper meaning are capitalized.

Roman (of Rome) Johannean Italian

3.4. Derivatives of proper names used with acquired independent common meaning, or no longer identified with such names, are set lowercased. Since this depends upon general and long-continued usage, a more definite and all-inclusive rule cannot be formulated in advance.

roman (type) macadam (crushed rock) italicize
brussels sprouts watt (electric unit) anglicize
venetian blinds plaster of paris pasteurize

Common nouns and adjectives in proper names
3.5. A common noun or adjective forming an essential part of a proper name is capitalized; the common noun used alone as a substitute for the name of a place or thing is not capitalized.

Massachusetts Avenue; the avenue
Washington Monument; the monument
Statue of Liberty; the statue
Hoover Dam; the dam
Boston Light; the light
Modoc National Forest; the national forest
Panama Canal; the canal
Soldiers’ Home in Holyoke; the soldiers’ home
Johnson House (hotel); Johnson house (residence)
Crow Reservation; the reservation
Cape of Good Hope; the cape
Jersey City
Washington City
but city of Washington; the city
Cook County; the county
Great Lakes; the lakes
Lake of the Woods; the lake
North Platte River; the river
Lower California
but lower Mississippi
Charles the First; Charles I
Seventeenth Census; the 1960 census

3.6. If a common noun or adjective forming an essential part of a name becomes separated from the rest of the name by an intervening common noun or adjective, the entire expression is no longer a proper noun and is therefore not capitalized.

Union Station: union passenger station
Eastern States: eastern farming States
United States popularly elected government

3.7. A common noun used alone as a well-known short form of a specific proper name is capitalized.

the Capitol building in Washington, DC; but State capitol building
the Channel (English Channel)
the Chunnel (tunnel below English Channel)
the District (District of Columbia)

3.8. The plural form of a common noun capitalized as part of a proper name is also capitalized.

Seventh and I Streets
Lakes Erie and Ontario
Potomac and James Rivers
State and Treasury Departments
British, French, and United States Governments
Presidents Washington and Adams

3.9. A common noun used with a date, number, or letter, merely to denote time or sequence, or for the purpose of reference, record, or
temporary convenience, does not form a proper name and is therefore not capitalized. (See also rule 3.38.)

<table>
<thead>
<tr>
<th>Term</th>
<th>Capitalization Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>abstract B</td>
<td>figure 7</td>
</tr>
<tr>
<td>act of 1928</td>
<td>first district (not</td>
</tr>
<tr>
<td>amendment 5</td>
<td>congressional)</td>
</tr>
<tr>
<td>apartment 2</td>
<td>flight 007</td>
</tr>
<tr>
<td>appendix C</td>
<td>graph 8</td>
</tr>
<tr>
<td>article 1</td>
<td>group 7</td>
</tr>
<tr>
<td>book II</td>
<td>history 301</td>
</tr>
<tr>
<td>chapter III</td>
<td>mile 7.5</td>
</tr>
<tr>
<td>chart B</td>
<td>page 2</td>
</tr>
<tr>
<td>class I</td>
<td>paragraph 4</td>
</tr>
<tr>
<td>collection 6</td>
<td>part I</td>
</tr>
<tr>
<td>column 2</td>
<td>phase 3</td>
</tr>
<tr>
<td>drawing 6</td>
<td>plate IV</td>
</tr>
<tr>
<td>exhibit D</td>
<td>region 3</td>
</tr>
<tr>
<td>room A722</td>
<td></td>
</tr>
<tr>
<td>rule 8</td>
<td></td>
</tr>
<tr>
<td>schedule K</td>
<td></td>
</tr>
<tr>
<td>section 3</td>
<td></td>
</tr>
<tr>
<td>signature 4</td>
<td></td>
</tr>
<tr>
<td>spring 1926</td>
<td></td>
</tr>
<tr>
<td>station 27</td>
<td></td>
</tr>
<tr>
<td>table 4</td>
<td></td>
</tr>
<tr>
<td>title IV</td>
<td></td>
</tr>
<tr>
<td>treaty of 1919</td>
<td></td>
</tr>
<tr>
<td>volume X</td>
<td></td>
</tr>
<tr>
<td>war of 1914</td>
<td></td>
</tr>
<tr>
<td>ward 2</td>
<td></td>
</tr>
</tbody>
</table>

3.10. The following terms are lowercased, even with a name or number.

- aqueduct
- irrigation project
- shipway
- breakwater
- jetty
- slip
- buoy
- levee
- spillway
- chute
- lock
- turnpike
- dike
- pier
- watershed
- dock
- reclamation project
- weir
- drydock
- ship canal
- wharf

Definite article in proper place names

3.11. To achieve greater distinction or to adhere to the authorized form, the word the (or its equivalent in a foreign language) is capitalized when used as a part of an official name or title. When such name or title is used adjectively, the is not capitalized, nor is the supplied at any time when not in copy.

*British Consul v. The Mermaid* (title of legal case)
The Dalles (OR); The Weirs (NH); *but* the Dalles region; the Weirs streets
The Hague; *but* the Hague Court; the Second Hague Conference
El Salvador; Las Cruces; L’Esterel
The National Mall; The Mall (Washington, DC only)
The Gambia
*but* the Congo, the Sudan, the Netherlands
3.12. Rule 3.11 does not apply in references to newspapers, periodicals, vessels, airships, trains, firm names, etc.

the Washington Post  the U-3
the Times  the Los Angeles Times
the Atlantic Monthly  the Federal Express
the Mermaid  the National Photo Co.

Particles in names of persons

3.13. In foreign names such particles as *d’, da, de, della, den, du, van*, and *von* are capitalized unless preceded by a forename or title. Individual usage, if ascertainable, should be followed.

Da Ponte; Cardinal da Ponte
Den Uyl; Johannes den Uyl; Prime Minister den Uyl
Du Pont; E.I. du Pont de Nemours & Co.
Van Rensselaer; Stephen van Rensselaer
Von Braun; Dr. Wernher von Braun
*but* d’Orbigny; Alcide d’Orbigny; de la Madrid; Miguel de la Madrid

3.14. In anglicized names such particles are usually capitalized, even if preceded by a forename or title, but individual usage, if ascertainable, should be followed.

Justice Van Devanter; Reginald De Koven
Thomas De Quincey; William De Morgan
Henry van Dyke (his usage)
Samuel F. Du Pont (his usage); Irénée du Pont

3.15. If copy is not clear as to the form of such a name (for example, *La Forge* or *Laforge*), the two-word form should be used.

De Kalb County (AL, GA, IL, IN)
*but* DeKalb County (TN)

3.16. In names set in capitals, *de, von*, etc., are also capitalized.

Names of organized bodies

3.17. The full names of existing or proposed organized bodies and their shortened names are capitalized; other substitutes, which are most often regarded as common nouns, are capitalized only in certain specified instances to indicate preeminence or distinction.
National governmental units:
U.S. Congress: 110th Congress; the Congress; Congress; the Senate; the House; Committee of the Whole, the Committee; but committee (all other congressional committees)
Department of Agriculture: the Department; Division of Publications, the Division; similarly all major departmental units; but legislative, executive, and judicial departments
Bureau of the Census: the Census Bureau, the Bureau; but the agency
Environmental Protection Agency: the Agency
Geological Survey: the Survey
Government Printing Office: the Printing Office, the Office
American Embassy, British Embassy: the Embassy; but the consulate; the consulate general
Treasury of the United States: General Treasury; National Treasury; Public Treasury; the Treasury; Treasury notes; New York Subtreasury, the subtreasury
Department of Defense: Military Establishment; Armed Forces; All-Volunteer Forces; but armed services
U.S. Army: the Army; All-Volunteer Army; the Infantry; 81st Regiment; Army Establishment; the Army Band; Army officer; Regular Army officer; Reserve officer; Volunteer officer; but army shoe; Grant’s army; Robinson’s brigade; the brigade; the corps; the regiment; infantryman
U.S. Navy: the Navy; the Marine Corps; Navy (Naval) Establishment; Navy officer; but naval shipyard; naval officer; naval station
U.S. Air Force: the Air Force
U.S. Coast Guard: the Coast Guard
French Ministry of Foreign Affairs; the Ministry; French Army; British Navy
International organizations:
United Nations: the Council; the Assembly; the Secretariat
Permanent Court of Arbitration: the Court; the Tribunal (only in the proceedings of a specific arbitration tribunal)
Hague Peace Conference of 1907: the Hague Conference; the Peace Conference; the Conference
Common-noun substitutes:
Virginia General Assembly: the assembly
California State Highway Commission: Highway Commission of California; the highway commission; the commission
Montgomery County Board of Health: the Board of Health, Montgomery County; the board of health; the board
Common Council of the City of Pittsburgh: the common council; the council
Buffalo Consumers’ League: the consumers’ league; the league
Republican Party: the party
3.18. The names of members and adherents of organized bodies are capitalized to distinguish them from the same words used merely in a descriptive sense.

- a Representative (U.S.)
- a Republican
- an Elk
- a Federalist
- a Shriner
- a Socialist
- an Odd Fellow
- a Boy Scout
- a Knight (K.C., K.P., etc.)
- a Communist

Names of countries, domains, and administrative divisions

3.19. The official designations of countries, national domains, and their principal administrative divisions are capitalized only if used as part of proper names, as proper names, or as proper adjectives. (See Chapter 17, Principal Foreign Countries table.)

- United States: the Republic; the Nation; the Union; the Government; also Federal, Federal Government; but republic (when not referring specifically to one such entity); republican (in general sense); a nation devoted to peace
- New York State: the State, a State (a definite political subdivision of first rank); State of Veracruz; Balkan States; six States of Australia; State rights; but state (referring to a federal government, the body politic); foreign states; church and state; statehood; state’s evidence
- Territory (Canada): Yukon, Northwest Territories; the Territory(ies), Territorial; but territory of American Samoa, Guam, Virgin Islands
- Dominion of Canada: the Dominion; but dominion (in general sense)
- Ontario Province, Province of Ontario: the Province, Provincial; but province, provincial (in general sense)

3.20. The similar designations commonwealth, confederation (federal), government, nation (national), powers, republic, etc., are capitalized only if used as part of proper names, as proper names, or as proper adjectives.

- British Commonwealth, Commonwealth of Virginia: the Commonwealth; but a commonwealth government (general sense)
Swiss Confederation: the Confederation; the Federal Council; the Federal Government; but confederation, federal (in general sense)
French Government: the Government; French and Italian Governments: the Governments; but government (in general sense); the Churchill government; European governments
Cherokee Nation: the nation; but Greek nation; American nations
National Government (of any specific nation); but national customs
Allied Powers, Allies (in World Wars I and II); but our allies, weaker allies;
Central Powers (in World War I); but the powers; European powers
Republic of South Africa: the Republic; but republic (in general sense)

Names of regions, localities, and geographic features

3.21. A descriptive term used to denote a definite region, locality, or geographic feature is a proper name and is therefore capitalized; also for temporary distinction a coined name of a region is capitalized.

- the North Atlantic States
- the Gulf States
- the Central States
- the Pacific Coast States
- the Lake States
- East North Central States
- Eastern North Central States
- Far Western States
- Eastern United States
- the West
- the Midwest
- the Middle West
- the Far West
- the Eastern Shore (Chesapeake Bay)
- the Badlands (SD and NE)
- the Continental Divide
- Deep South
- Midsouth
- the Far East
- Far Eastern
- the East

Middle East
Middle Eastern
Mideast
Mideastern (Asia)
Near East (Balkans, etc.)
the Promised Land
the Continent (continental Europe)
the Western Hemisphere
the North Pole
the North and South Poles
the Temperate Zone
the Torrid Zone
the East Side
Lower East Side (sections of a city)
Western Europe, Central Europe

3.22. A descriptive term used to denote mere direction or position is not a proper name and is therefore not capitalized.

- north; south; east; west
- northerly; northern; northward
- eastern; oriental; occidental
east Pennsylvania
southern California
northern Virginia
west Florida; but West Florida (1763–1819)
eastern region; western region
north-central region
east coast; eastern seaboard
northern Italy
southern France

*but* East Germany; West Germany (former political entities)

### Names of calendar divisions

**3.23.** The names of calendar divisions are capitalized.

January; February; March; etc.
Monday; Tuesday; Wednesday; etc.

*but* spring; summer; autumn (fall); winter

### Names of holidays, etc.

**3.24.** The names of holidays and ecclesiastic feast and fast days are capitalized.

<table>
<thead>
<tr>
<th>April Fools’ Day</th>
<th>Independence Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arbor Day</td>
<td>Labor Day</td>
</tr>
<tr>
<td>Armed Forces Day</td>
<td>Lincoln’s Birthday</td>
</tr>
<tr>
<td>Birthday of Martin Luther King, Jr.</td>
<td>Memorial Day (also</td>
</tr>
<tr>
<td></td>
<td>Decoration Day)</td>
</tr>
<tr>
<td>Christmas Day, Eve</td>
<td>Mother’s Day</td>
</tr>
<tr>
<td>Columbus Day</td>
<td>New Year’s Day, Eve</td>
</tr>
<tr>
<td>Father’s Day</td>
<td>Presidents Day</td>
</tr>
<tr>
<td>Feast of the Passover; the Passover</td>
<td>Ramadan</td>
</tr>
<tr>
<td>Flag Day</td>
<td>Rosh Hashanah</td>
</tr>
<tr>
<td>Fourth of July; the Fourth</td>
<td>St. Valentine’s Day</td>
</tr>
<tr>
<td>Halloween</td>
<td>Thanksgiving Day</td>
</tr>
<tr>
<td>Hanukkah</td>
<td>Washington’s Birthday</td>
</tr>
<tr>
<td>Hogmanay</td>
<td>Yom Kippur</td>
</tr>
<tr>
<td>Inauguration Day (Federal)</td>
<td><em>but</em> election day, primary day</td>
</tr>
</tbody>
</table>
Trade names and trademarks

3.25. Trade names, variety names, and names of market grades and brands are capitalized. Some trade names have come into usage as generic terms (e.g., cellophane, thermos, and aspirin); when reference is being made to the formal company or specific product name, capitalization should be used. (See Chapter 4 “Capitalization Examples” trade names and trademarks.)

Choice lamb (market grade)  Xerox (the company)
Red Radiance rose (variety)  but photocopy (the process)

Scientific names

3.26. The name of a phylum, class, order, family, or genus is capitalized. The name of a species is not capitalized, even though derived from a proper name. (See rule 11.9.)

Arthropoda (phylum), Crustacea (class), Hypoparia (order), Agnostidae (family), Agnostus (genus)
Agnostus canadensis; Aconitum wilsoni; Epigaea repens (genus and species)

3.27. In scientific descriptions coined terms derived from proper names are not capitalized.

aviculoid  menodontine

3.28. Any plural formed by adding s to a Latin generic name is capitalized.

Rhynchonellas  Spirifers

3.29. In soil science the 12 soil orders are capitalized. (See Chapter 4 “Capitalization Examples” soil orders.)

Alfisols  Andisols  Aridisols

3.30. Capitalize the names of the celestial bodies as well as the planets.

Sun  Earth  Venus
Moon  Mercury  Mars
Jupiter  Uranus  but the moons of Jupiter
Saturn  Neptune
Historical or political events

3.31. Names of historical or political events used as a proper name are capitalized.

- Battle of Bunker Hill
- Middle Ages
- Revolution, the
- Christian Era
- New Deal
- American, 1775
- D-day
- New Federalism
- English, 1688
- Dust Bowl
- New Frontier
- French, 1789
- Fall of Rome
- Prohibition
- Russian, 1917
- Great Depression
- Restoration, the
- V-E Day
- Great Society
- Reformation
- War of 1812
- Holocaust, the
- Renaissance
- War on Poverty

*but* Korean war; cold war; Vietnam war; gulf war

Personification

3.32. A vivid personification is capitalized.

- The Chair recognizes the gentlewoman from New York;
- *but* I spoke with the chair yesterday.
- For Nature wields her scepter mercilessly.
- All are architects of Fate,
- Working in these walls of Time.

Religious terms

3.33. Words denoting the Deity except *who*, *whose*, and *whom*; names for the Bible and other sacred writings and their parts; names of confessions of faith and of religious bodies and their adherents; and words specifically denoting Satan are all capitalized.

- Heavenly Father; the Almighty; Lord; Thee; Thou; He; Him; *but* himself; You, Your; Thy, Thine; [God’s] fatherhood
- Mass; red Mass; Communion
- Divine Father; *but* divine providence; divine guidance; divine service
- Son of Man; Jesus’ sonship; the Messiah; *but* a messiah; messiahship; messianic; messianize; christology; christological
- Bible, Holy Scriptures, Scriptures, Word; Koran; *also* Biblical; Scriptural; Koranic
- New Testament; Ten Commandments
- Gospel (memoir of Christ); *but* gospel music
- Apostles’ Creed; Augsburg Confession; Thirty-nine Articles
- Episcopal Church; an Episcopalian; Catholicism; a Protestant
- Christian; *also* Christendom; Christianity; Christianize
- Black Friars; Brother(s); King’s Daughters; Daughter(s); Ursuline Sisters; Sister(s)
- Satan; the Devil; *but* a devil; the devils; devil’s advocate
**Titles of persons**

3.34. Civil, religious, military, and professional titles, as well as those of nobility, immediately preceding a name are capitalized.

- President Bush
- Queen Elizabeth II
- Ambassador Acton
- Lieutenant Fowler
- Chairman Williams

**but** baseball player Ripken; maintenance man Flow; foreman Collins

3.35. To indicate preeminence or distinction in certain specified instances, a common-noun title immediately following the name of a person or used alone as a substitute for it is capitalized.

**Title of a head or assistant head of state:**

- George W. Bush, President of the United States: the President; the President-elect; the Executive; the Chief Magistrate; the Commander in Chief; ex-President Clinton; former President Truman; **similarly** the Vice President; the Vice-President-elect; ex-Vice-President Gore
- Tim Kaine, Governor of Virginia: the Governor of Virginia; the Governor; **similarly** the Lieutenant Governor; **but** secretary of state of Idaho; attorney general of Maine

**Title of a head or assistant head of an existing or a proposed National governmental unit:**

- Condoleezza Rice, Secretary of State: the Secretary; **similarly** the Acting Secretary; the Under Secretary; the Assistant Secretary; the Director; the Chief or Assistant Chief; the Chief Clerk; **but** Secretaries of the military departments; secretoryship

**Titles of the military:**

- General of the Army(ies): United States only; Supreme Allied Commander; Admiral Michael Mullen, Chairman, Joint Chiefs of Staff; Joint Chiefs of Staff; Chief of Staff, U.S. Air Force; the Chief of Staff; **but** the commanding general; general (military title standing alone not capitalized)

**Titles of members of diplomatic corps:**

- Walter S. Gifford, Ambassador Extraordinary and Plenipotentiary: the American Ambassador; the British Ambassador; the Ambassador; the Senior Ambassador; His Excellency; **similarly** the Envoy Extraordinary and Minister Plenipotentiary; the Envoy; the Minister; the Chargé d’Affaires; the Chargé; Ambassador at Large; Minister Without Portfolio; **but** the consul general; the consul; the attaché

**Title of a ruler or prince:**

- Elizabeth II, Queen of England: the Queen; the Crown; Her Most Gracious Majesty; Her Majesty; **similarly** the Emperor; the Sultan
Charles, Prince of Wales: the Prince; His Royal Highness
Titles not capitalized:
Charles F. Hughes, rear admiral, U.S. Navy: the rear admiral
Steven Knapp, president of The George Washington University: the president
C.H. Eckles, professor of dairy husbandry: the professor
Barbara Prophet, chairwoman of the committee; the chairman; the chairperson; the chair

3.36. In formal lists of delegates and representatives of governments, all titles and descriptive designations immediately following the names should be capitalized if any one is capitalized.

3.37. A title in the second person is capitalized.

Your Excellency  Mr. Chairman  but not salutations:
Your Highness   Madam Chairman  my dear General
Your Honor      Mr. Secretary   my dear sir

Titles of publications, papers, documents, acts, laws, etc.
3.38. In the full or short English titles of periodicals, series of publications, annual reports, historic documents, and works of art, the first word and all important words are capitalized.

Statutes at Large; Revised Statutes; District Code; Bancroft’s History; Journal (House or Senate) (short titles); but the code; the statutes
Atlantic Charter; Balfour Declaration; but British white paper
Chicago’s American; but Chicago American Publishing Co.
Reader’s Digest; but New York Times Magazine; Newsweek magazine
Monograph 55; Research Paper 123; Bulletin 420; Circular A; Article 15: Uniform Code of Military Justice; Senate Document 70; House Resolution 45; Presidential Proclamation No. 24; Executive Order No. 24; Royal Decree No. 24; Public Law 89–1; Private and Union Calendars; Calendar No. 80; Calendar Wednesday; Committee Print No. 32, committee print; but Senate bill 416; House bill 61; Congressional Record
Annual Report of the Public Printer, 2007; but seventh annual report, 19th annual report
Declaration of Independence; the Declaration
Constitution (United States or with name of country); constitutional; but New York State constitution: first amendment, 12th amendment
Kellogg Pact; North Atlantic Pact; Atlantic Pact; Treaty of Versailles; Jay Treaty; but treaty of peace, the treaty (descriptive designations); treaty of 1919
*United States v. Four Hundred Twenty-two Casks of Wine* (law)
American Gothic, Nighthawks (paintings)
3.39. All principal words are capitalized in titles of addresses, articles, books, captions, chapter and part headings, editorials, essays, headings, headlines, motion pictures and plays (including television and radio programs), papers, short poems, reports, songs, subheadings, subjects, and themes. The foregoing are also quoted.

3.40. In the short or popular titles of acts (Federal, State, or foreign) the first word and all important words are capitalized.

Revenue Act; Walsh-Healey Act; Freedom of Information Act; Classification Act; but the act; Harrison narcotic law; Harrison narcotic bill; interstate commerce law; sunset law

3.41. The capitalization of the titles of books, etc., written in a foreign language is to conform to the national practice in that language.

First words

3.42. The first word of a sentence, of an independent clause or phrase, of a direct quotation, of a formally introduced series of items or phrases following a comma or colon, or of a line of poetry, is capitalized.

The question is, Shall the bill pass?
He asked, “And where are you going?”
The vote was as follows: In the affirmative, 23; in the negative, 11; not voting, 3.
Lives of great men all remind us
We can make our lives sublime.

3.43. The first word of a fragmentary quotation is not capitalized.

She objected “to the phraseology, not to the ideas.”

3.44. The first word following a colon, an exclamation point, or a question mark is not capitalized if the matter following is merely a supplementary remark making the meaning clearer.

Revolutions are not made: they come.
Intelligence is not replaced by mechanism: even the televox must be guided by its master’s voice.
But two months dead! nay, not so much; not two.
What is this? Your knees to me? to your corrected son?
The first word following *Whereas* in resolutions, contracts, etc., is not capitalized; the first word following an enacting or resolving clause is capitalized.

Whereas the Constitution provides * * *; and
Whereas, moreover, * * *: Therefore be it
Whereas the Senate provided for the * * *: Now, therefore, be it
Resolved, That * * *; and be it further
Resolved (jointly), That * * *
Resolved by the House of Representatives (the Senate concurring), That * * *.
(Concurrent resolution, Federal Government.)
Resolved by the Senate of Oklahoma (the House of Representatives concurring therein), That * * *, (Concurrent resolution, using name of State.)
Resolved by the Senate (the house of representatives concurring therein), That * * *. (Concurrent resolution, not using name of State.)
Resolved by the Assembly and Senate of the State of California (jointly), That * * *. (Joint resolution, using name of State.)
Resolved by the Washington Board of Trade, That * * *
Provided, That * * *
Provided further, That * * *
Provided, however, That * * *
And provided further, That * * *
Ordered, That * * *
Be it enacted, That * * *

**Center and side heads**

Unless otherwise marked, centerheads are set in capitals, and sideheads are set in lowercase and only the first word and proper names are capitalized. In centerheads making two lines, wordbreaks should be avoided. The first line should be centered and set as full as possible.

In heads set in caps, a small-cap *c* or *ac*, if available, is used in such names as *McLean* or *MacLeod*; otherwise a lowercase *c* or *ac* is used. In heads set in small caps, a thin space is used after the *c* or the *ac*.

In such names as *LeRoy, DeHostis, LaFollette*, etc. (one-word forms only), set in caps, the second letter of the particle is made a small cap, if available; otherwise lowercase is used. In heads set in small caps, a thin space is used. (See rule 3.15.)

In matter set in caps and small caps or caps and lowercase, capitalize all principal words, including parts of compounds which would
be capitalized standing alone. The articles *a*, *an*, and *the*; the prepositions *at*, *by*, *for*, *in*, *of*, *on*, *to*, and *up*; the conjunctions *and*, *as*, *but*, *if*, *or*, and *nor*; and the second element of a compound numeral are not capitalized. (See also rule 8.129.)

World en Route to All-Out War
Curfew To Be Set for 10 o’Clock
Man Hit With 2-Inch Pipe
No-Par-Value Stock for Sale
Yankees May Be Winners in Zig-Zag Race
Ex-Senator Is To Be Admitted
Notice of Filing and Order on Exemption From Requirements
*but* Building on Twenty-first Street (if spelled)
One Hundred Twenty-three Years (if spelled)
Only One-tenth of Shipping Was Idle
Many 35-Millimeter Films in Production
Built-Up Stockpiles Are Necessary (*Up* is an adverb here)
His Per Diem Was Increased (*Per Diem* is used as a noun here); Lower Taxes per Person (*per* is a preposition here)

3.50. If a normally lowercased short word is used in juxtaposition with a capitalized word of like significance, it should also be capitalized.

Buildings In and Near the Minneapolis Mall

3.51. In a heading set in caps and lowercase or in caps and small caps, a normally lowercased last word, if it is the only lowercased word in the heading, should also be capitalized.

All Returns Are In

3.52. The first element of an infinitive is capitalized.

Controls To Be Applied
*but* Aid Sent to Disaster Area

3.53. In matter set in caps and small caps, such abbreviations as *etc.*, *et al.*, and *p.m.* are set in small caps; in matter set in caps and lowercase, these abbreviations are set in lowercase.

*Planes, Guns, Ships, etc.*
*Planes, Guns, Ships, etc.*
*James Bros. et al.* (no comma)
*James Bros. et al.*
3.54. Paragraph series letters in parentheses appearing in heads set in caps, caps and small caps, small caps, or in caps and lowercase are to be set as in copy.

SECTION 1.580(f)(1)

Addresses, salutations, and signatures
3.55. The first word and all principal words in addresses, salutations, and signatures are capitalized. See Chapter 16 “Datelines, Addresses, and Signatures.”

Interjections
3.56. The interjection “O” is always capitalized. Interjections within a sentence are not capitalized.

Sail on, O Ship of State!
For lo! the days are hastening on.
But, oh, how fortunate!

Historic or documentary accuracy
3.57. Where historic, documentary, technical, or scientific accuracy is required, capitalization and other features of style of the original text should be followed.