



Dahdaleh Institute

Mini Writing Tip #1

- Capitalization



WHEN TO USE
CaPiTAL LEtTeRs

York's Style Guide

CAPITALIZATION	8
CAPITALIZING ACADEMIC SUBJECTS	8
CAPITALIZING DEPARTMENTS AND ADMINISTRATIVE UNITS	9
CAPITALIZING GOVERNMENT	10
CAPITALIZING JOB TITLES	10
CAPITALIZING TITLES OF WORKS OF ART	11
CAPITALIZING – OTHER	11





Dahdaleh Institute Style Guide

Table of Contents

<u>INTRODUCTION</u>	<u>1</u>
<u>ABOUT THE DAHDALEH INSTITUTE</u>	<u>2</u>
<u>EFFECTIVE WRITING</u>	<u>3</u>
GOOD ADVICE	3
A NOTE ABOUT EMAIL AND PROFESSIONAL COMMUNICATION	3
SUGGESTED READING AND RESOURCES	5
ONLINE TOOLS	5
<u>DAHDALEH INSTITUTE STYLE</u>	<u>6</u>
DIFFERENCES FROM YORK'S STYLE GUIDE	7
CAPITALIZATION: UNIVERSITY	7
COMMAS WITH ABBREVIATIONS	7
DASHES	7
SERIAL (OR OXFORD) COMMA	8
STYLE AND USAGE	9
AMPERSAND (&)	9
CAPITALIZATION	9
CAPITALIZATION: ACADEMIC WORDS	9
CAPITALIZATION: DIRECTION WORDS	10
CAPITALIZATION: PROFESSIONAL TITLES	10
CAPITALIZATION: SEASONS AND SEMESTERS	10
CAPITALIZATION: TITLES OF WORKS AND HEADINGS	10
DAHDALEH INSTITUTE	11



Tips in Style Guide

Capitalization: University

York University should always be capitalized. However, in contrast to York guidelines, do not capitalize the *u* in subsequent references to the **university**.

- **York** is committed to excellence in research and scholarship in all its forms. The **university** houses 27 organized research units.



Tips in Style Guide

Capitalization

“The basic rule is to capitalize all proper names, trade names, government departments and agencies of government, names of centres, departments, **F**aculties, universities, associations, companies, clubs, religions, languages, nations, **r**aces, places, and addresses. Otherwise, **lowercase is favoured where a reasonable option exists**. Uppercase slows down the readability and comprehensibility of a sentence” (York’s Style Guide, p. 8, emphasis added).



Tips in Style Guide

Capitalization: Academic Words

Academic subjects or disciplines should be lowercased, except for languages or ethnicities, which are capitalized.

When a subject is being described by its official or short-form name, course, or program title, it should be capitalized.

Words such as department, division, centre, and program are only capitalized when they are part of a formal or informal name (our exception: the Dahdaleh Institute = the Institute).

Use the uppercase Faculty when you mean the academic division. For professors, use the lowercase: the faculty. Similarly, capitalize the title “Chair”, but not the verb (“chairing the meeting”).



Tips in Style Guide

Capitalization: Direction Words

Capitalize directions as names of regions or places, but not as compass directions.

- Canada's North, Northern Canada, West Vancouver
- York University is north of Toronto



Tips in Style Guide

Capitalization: Professional Titles

Capitalize formal titles – academic titles and those that are an integral part of a person’s identity – only when they directly precede the name. When the title is written without the name, it should be lowercased (with the exception of the title “Chair”).

- Dahdaleh Institute Director James Orbinski
- James Orbinski, director of the Dahdaleh Institute
- The Dahdaleh Institute director delivered the keynote address



Tips in Style Guide

Capitalization: Seasons and Semesters

Use lowercase for seasons.

- She will be graduating in the spring.

Use uppercase to name the semester.

- There will be eight seminars in Fall 2021.



Tips in Style Guide

Emphasis

Strive to convey emphasis with your writing instead of with punctuation or typographical elements.

When appropriate, use *italics* or **bold**, but do so sparingly (italics works well for emphasizing meaning or intent, but not online; bold works well for documents that may be quickly scanned for keywords). Be consistent within each document.

Do not use capital letters, underlining, or quotation marks for emphasis.

Do **not** capitalize for emphasis.

Do *not* capitalize Very Important Words or Main Concepts.

- global health, the website, planetary health

Do not capitalize terms just because they have an acronym with capital letters.

- artificial intelligence = AI
- organized research unit = ORU

Tips in Style Guide

Capitalization: Titles of Works and Headings

Use **title case** for headlines, titles of works, headings within works, and table and figure titles. Capitalize the first word; the first word after a colon, em dash, or end punctuation; all major words; and words of four letters or more. Lowercase only minor words (conjunctions, articles, and prepositions) that are four letters or fewer.

Note that verbs are also “major words,” including small ones like *is*, *had*, and so on.

- New Study on Drug-Resistant Tuberculosis (DRTB)—HIV Care Among Patients in South Africa

Use **sentence case** for titles in reference lists, table column headings, and table and figure notes. Capitalize the first word, the first word after a colon, em dash, or end punctuation, nouns followed by numerals or letters, and proper nouns.

- Ali, S.I., Ali, S.S., & Fesselet, J.-F. (2021). Evidence-based chlorination targets for household water safety in humanitarian settings: Recommendations from a multi-site study in refugee camps in South Sudan, Jordan, and Rwanda. *Water Research*, 189, 116642. <https://doi.org/10.1016/j.watres.2020.116642>

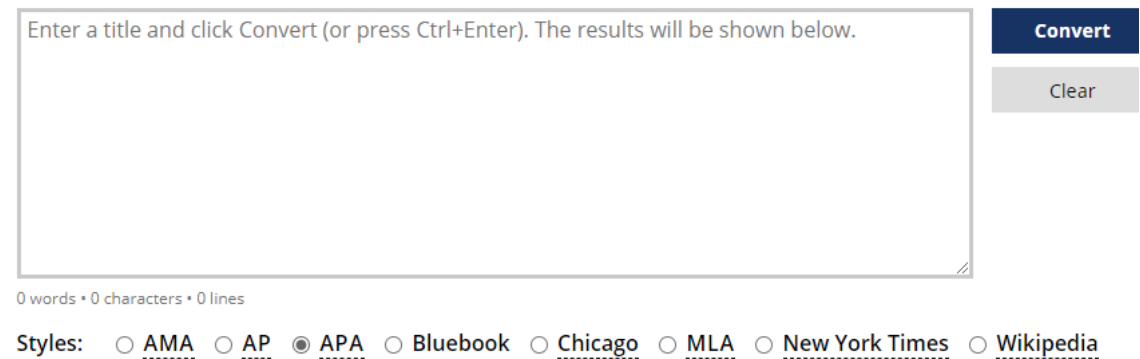
Useful Tools

Use with caution. Double-check your results.

Title Case Converter:

<https://titlecaseconverter.com/>

Title case only



Enter a title and click Convert (or press Ctrl+Enter). The results will be shown below.

Convert

Clear

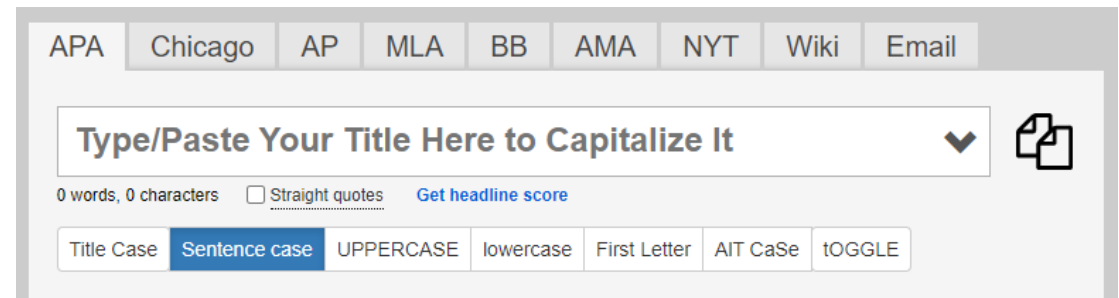
0 words • 0 characters • 0 lines

Styles: ☐ AMA ☐ AP ☒ APA ☐ Bluebook ☐ Chicago ☐ MLA ☐ New York Times ☐ Wikipedia

Capitalize My Title:

<https://capitalizemytitle.com/>

Title case and sentence case



APA Chicago AP MLA BB AMA NYT Wiki Email

Type/Paste Your Title Here to Capitalize It

0 words, 0 characters ☐ Straight quotes [Get headline score](#)

Title Case **Sentence case** UPPERCASE lowercase First Letter AIT CaSe TOGGLE