

Capitalization in Titles 101

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<https://www.grammarcheck.net/capitalization-in-titles-101/>

What to Capitalize in a Title

The cool thing about learning what should and shouldn't be capitalized is that each category contains three core rules.

Rule 1:

Always capitalize the first and last word of a title, no matter what the word is.

Rule 2:

Always capitalize the following five word categories:

1. Nouns
2. Pronouns
3. Verbs
4. Adjectives
5. Adverbs

We don't have the time to list every noun, pronoun, verb, adjective and adverb here, but as long as you remember this list, you can Google the word you're struggling with to find out whether or not it falls into one of the five categories listed above.

Rule 3:

Always capitalize words of five or more letters, regardless of whether the word falls into one of the aforementioned five categories. This rule will help you avoid making errors

when using conjunctions and prepositions in your titles. You see, many moons ago, writers did NOT capitalize any conjunctions or prepositions. However, today's standard practice is to capitalize conjunctions and prepositions of five or more letters.

Here are some examples:

Prepositions (five or more letters):

Within, About, Among, Between.

Conjunctions/subordinating conjunctions (five or more letters):

While, Where, Until, Because, Although.

What Not to Capitalize in Titles

Rule 1:

1) Never capitalize prepositions and conjunctions of four or fewer letters. However, remember the above rule: words with five or more letters, regardless of whether the word is a conjunction or preposition, must be capitalized.

Here are some examples:

Examples of prepositions not to be capitalized (four or fewer letters):

at / by / down / for / from / in / into / like / near / of / off / on / onto / over / past / to / upon
/ with

Examples of conjunctions not to be capitalized (four or fewer letters):

and / as / but / for / if / nor / once / or / so / than / that / till / when / yet

Rule 2:

Never capitalize the particle “to”, even when used as an infinitive (meaning with a verb).
For example: to See, to Read, to Write, etc.

Rule 3:

Never capitalize articles: a, an, the.

Still a Little Confused?

No worries. Below we have created two lists of common words people struggle with when capitalizing titles. Bookmark this page and refer back to the lists when you're in doubt.

DO Capitalize in a Title

About / Above / Across / After / Against / Along / Although / Among / Around / Because /
Before / Behind / Below / Beneath / Beside / Between / During / Except / Inside /
Outside / Since / Through / Toward / Under / Underneath / Unless / Until / Whenever /
Where / Whereas / Wherever / While / Within / Without

DON'T Capitalize in a Title

and / as / as if / as long as / at / but / by / even if / for / from / if / if only / in / into / like /
near / now that / nor / of / off / on / on top of / once / onto / or / out of / over / past / so /
so that / than / that / till / to / up / upon / with / when / yet