



PUNCTUATION–CAPITALISATION

In any writing you do, you need to keep the **reader** in mind.

To make your message easy to understand, use capitalisation to help perfect and emphasise what you mean.

Name and Symbol	What it does
<p><u>Capitilisation</u> [ABC]</p>	<ul style="list-style-type: none">• The main purpose of using capital letters is to focus the reader’s attention on particular people, places and things. In other words, you are being more specific about what you are referring to.• You should always use a capital letter:<ul style="list-style-type: none">✓ To start a sentence✓ After a period, and✓ For a proper noun✓ However, if you use a generic word to replace a proper noun (even though you may still be referencing the same person or organisation), use lowercase (e.g. always capitalise ‘The Lighthouse Foundation,’ but write ‘the foundation’ in lowercase)• You should always capitalise when referring to <u>Australian Aboriginal and Torres Strait Islander peoples</u>. NB. It is also appropriate to refer to Australian Aboriginal and Torres Strait Islanders as <u>First Nations peoples</u> (this is also capitalised).• You should always capitalise nationalities and social groups (e.g. <u>Moroccan; Inuit</u>)• You should always use a capital letter for:<ul style="list-style-type: none">✓ days and months✓ holidays and special occasions✓ historical eras and episodes in history✓ religions and names of deities (eg. <u>Ganesh, the God of intellect and the remover of obstacles</u>)✓ planets✓ man-made structures and landmarks✓ natural landmarks✓ brand names (e.g. <u>iPhone 6; Coca-Cola</u>)✓ organisations✓ the full name of armies, navies and air forces (e.g. <u>The Royal Australian Navy</u>)✓ government matters (e.g. <u>For an Act of Parliament, capitalise the case title and italicise. i.e. Environmental Protection Act 1994</u>)• Capitalise when referring to a specific government (e.g. <u>The State</u>)

Name and Symbol	What it does
	<p>Government) but use lowercase when speaking generally (e.g. The government)</p> <ul style="list-style-type: none"> • Capitalise when naming specific degrees (e.g. Bachelor of Planning) but not when describing it generally (e.g. a bachelor degree) • You use lowercase when talking about courses or units within a degree (e.g. The Bachelor of Social Work includes cross-cultural and rural and remote studies) • Capitalise the first word of a subject or unit of work [e.g. MA1003:03 Mathematical techniques]

Useful links

Style guides:

APA Style: <http://www.apastyle.org/search.aspx?query=Punctuation>

Harvard Style Manual: <http://writingcenter.fas.harvard.edu/pages/tips-grammar-punctuation-and-style>

MLA Style: <http://writing.wisc.edu/Handbook/GramPunct.html>

The Chicago Manual of Style:

<http://www.chicagomanualofstyle.org/qanda/data/faq/topics/Punctuation.html>

Other Punctuation Guides:

The University of Western Australia: <http://guides.is.uwa.edu.au/>

Curtin University: <http://libguides.library.curtin.edu.au/c.php?g=202308&p=1332771>

The University of Auckland:

<http://www.library.auckland.ac.nz/subject-guides/med/setref-vancouver.htm#additional>

Other links:

Purdue Online Writing Lab: <https://owl.english.purdue.edu/owl/section/2/>

The Punctuation Guide: <http://www.thepunctuationguide.com/apostrophe.html#possessives>

The Writer's Handbook: <https://writing.wisc.edu/Handbook/index.html>

Pearson Education Online Handbook:

http://wps.ablongman.com/long_longman_ohb_1/27/7023/1797996.cw/index.html

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