

# Capitalization (titles, departments, units, etc.)

## General Rules

Proper nouns and official names are capitalized.

Common nouns and informal forms of official names are not capitalized.

## Academic and Nonacademic Units and Bodies

Capitalize only the official and complete names of colleges, schools, departments, divisions, offices and official bodies.

- Examples: Department of Aerospace Engineering; Colorado Center for Policy Studies <sup>[1]</sup>; Office of Admissions; School of Education & Human Development; Board of Regents

Do not capitalize informal and shortened versions of schools, colleges, departments, divisions, offices and official bodies.

- Examples: developmental biology department; education policy analysis center; admissions office; school of education; regents

## Committees, Groups, Centers, Programs, Initiatives and Institutes

Avoid capitalizing a committee, center, group, program, institute or initiative unless it is officially recognized and formally named.

- Examples: search committee, admissions committee, doctoral review committee

Capitalize the official, proper names of long-standing committees and groups and formally developed programs and initiatives.

- Examples: Blue Ribbon Commission, Executive Committee of the Faculty Assembly

## Course Titles

When referring to official course titles, use initial caps. Do not use quotation marks, italics or any other formatting with course titles.

- Example: She was required to take Fundamentals of Nursing during her first year.

When referring to a course using the course title and course number, use commas to set off the course title.

- Example: Six students who registered for CMMU 4760, Computer Mediated Communication, were placed on a waiting list because the course was full.

## Degrees / Programs of Study

Do not capitalize degree names when spelled out.

- Example: She earned a bachelor of science degree from UCCS.

Capitalize degree abbreviations.

- Example: He has a Ph.D. in toxicology.

Do not capitalize major names, minor names or programs of study.

- Example: He studies biology and math, but his minor is music.

## Job Titles

Capitalize a job title if it immediately precedes a name.

- Examples: Professor Ann Jones; Dean and Vice Chancellor of Health Affairs Richard Krugman

Do not capitalize titles that follow names or stand alone.

- Examples: John Smith, professor in biology; the chancellor of the university

Placing the title after the name, lower case, is preferred.

## Publication and Presentation Titles

**Which words should not be capitalized in a title?**

- Articles: a, an, & the.
- Coordinate conjunctions: for, and, nor, but, or, yet & so (FANBOYS).
- Prepositions <sup>[2]</sup>, such as at, around, by, after, along, for, from, of, on, to, with & without. (According to the Chicago Manual of Style, all prepositions should be uncapitalized in a title. NIVA and I recommend capitalizing prepositions 5+ letters long).

## Which words should be capitalized in a title?

- The first and last words should always be capitalized, even if they're in the above list.
- All nouns, pronouns, adjectives, verbs and adverbs should be capitalized.
- Subordinate conjunctions, such as after, as, because, how, who, if, than, what, why, that, when, where, whether & while.
- Commonly missed words: it (pronoun), is (verb), be (verb) and their/our/my (adjective) should all be capitalized.

*Via Superhero Nation* [3]

## Schools and Colleges / Department Names

Capitalize only the official and complete names of colleges, schools, departments, divisions and offices.

- Examples: Department of Biology, School of Dental Medicine

Do not capitalize informal or general references.

- Examples: biology department, dental school

## Seasons and Semesters

Do not capitalize semester names or seasons.

- Examples: spring semester, spring 2008, fall commencement

## Structures and Places

Capitalize the full, official names of buildings and places on campus. Examples: Old Main, North Classroom, University Center

## University References

Do not capitalize university unless using the complete proper name of the university. See university references for a list of proper names.

- Examples: He is a senior at the University of Colorado Boulder. There are more than 70,000 university alumni in the Denver area.

NOTE: This rule also applies to schools, colleges, departments, centers, institutes, etc.

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**Source URL:** <https://www.cu.edu/university-relations/capitalization-titles-departments-units-etc>

### Links

[1] <http://www.uccs.edu/%7Eccps/> [2] <http://www.englishclub.com/grammar/prepositions-list.htm>

[3] <http://www.superheronation.com/2011/08/16/words-that-should-not-be-capitalized-in->

titles/#:~:text=The%20first%20and%20last%20words,%2C%20where%2C%20whether%20%26%20while.