

## TITLE PUNCTUATION – THE RULES

### Italics/ underline

Book

### “quotes”

chapter of a book

short story

essay

Movies

short movie

Plays

scenes within plays

Newspapers

article title

Magazines

article title

Ships, trains, aircraft, spacecraft

CD

individual songs

Operas

Long poems

short poem

TV programs

episode of show

Radio programs

Comic strips

Online media/ Websites

### **No italics (underlining) or quotes at all**

- Your essay title as it appears on your essay
- Name of Bible or other sacred book
- Any book of the Bible - e.g., Genesis
- Legal document

### **In controversy – use either italics (underlining) or quotes, but be consistent**

- Works of art (*MLA Handbook* says to underline or use italics; *Evergreen* says to use quotes.)

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**Title Caps-**

- ✍ First and last words of title—always capitalize (but see weird rule about “the” in titles of magazines and newspapers – *Evergreen* 441, footnote †)
- ✍ First word after a colon—always capitalize
- ✍ Middle words—capitalize all words except articles (a, an, & the), short conjunctions, and short prepositions.
  - ✍ See *Evergreen* 440-1, *SHHS Handbook* 27

*Practice* - Add correct capitalization and show correct title punctuation:

- stairway to heaven (song)
- lucy in the sky with diamonds (short poem)
- the man who sold the world (CD)
- all you need is love (full length movie)
- for the benefit of Mr. Kite (chapter title)
- who has more commitment? (essay title at the top of your essay)
- paradise lost (epic poem)
- my story: brought low by grammar (novel)
- words to live by (ship’s name)
- summer reading: a question of balance (magazine article)
- sports illustrated (magazine)
- grammar for idiots (non-fiction book)
- american idol (TV series)

**HW:** Take the titles listed as 2-10 of Practice 2 on page 441-2 of *Evergreen*, and copy them on a sheet of paper. As you copy, apply the rules for **capitalizing** titles. (If you don’t know the part of speech of a word, look it up!) Then for each title, make up a category and apply the **title punctuation** rules. For example, if you call #2 a full length drama, you would italicize or underline the title, but if it is a short poem, you would put the title in quotes. Be sure to show what category you made up for the title. Don’t repeat any category—use all the categories you can. Here is an example, based on #1:

1. *The First Immigrants* (CD)