

When typing titles, capitalize the first word, the last word, and all of the principal words in the title, including those that follow hyphens in compound words.

Principal words include: **nouns, pronouns, verbs, adjectives, adverbs, and subordinating conjunctions** (although, if, because)

Principal words *do not* include: **articles** (a, an, the)  
**prepositions** (in, to, of)  
**coordinating conjunctions** (and, or, nor)  
**the “to” of infinitive verbs** (to play) when the words fall in the middle of the title.

Underline titles of:

Books

Plays

Long poems that are published as books

Pamphlets

Periodicals (Newspapers, magazines, journals)

Television programs

\*NOTE: Sacred writings such as the Bible, Koran, and Talmud, are not underlined, nor placed in quotation marks. Indicate the particular book, chapter, and verse in parentheses in the text of your paper. (Ex: Gen. 20: 1-17).

The following titles are put in quotation marks:

“Articles”

“Essays”

“Short stories”

“Short poems”

“Chapters of books”

“Works within larger works”

“Songs”

“Speeches, lectures”