

# Rules for Titles

**A.** Titles of books, magazines, newspapers, plays, movies, TV shows, and recorded albums/CDs

**1. Place in italics (*this clause is in italics*) or underline (this clause is underlined).**

**a. Use italics whenever you can, such as when using a word processor.**

**b. Use underlining when you can't use italics, such as when handwriting or using a typewriter.**

**2. Capitalize the first word.**

**3. Capitalize the last word.**

**4. Capitalize all other words except for these:**

<b>a</b>	<b>by</b>	<b>on</b>	<b>to</b>
<b>an</b>	<b>for</b>	<b>or</b>	<b>up</b>
<b>and</b>	<b>in</b>	<b>out</b>	<b>yet</b>
<b>at</b>	<b>nor</b>	<b>so</b>	
<b>but</b>	<b>of</b>	<b>the</b>	

**B.** Titles of short stories, poems, articles in a magazine or newspaper, and songs

**1. Place in quotation marks ("this clause is in quotation marks").**

**2. Follow the same capitalization rules as for longer works (see above).**