

Capitalize a professional title that refers to a specific person, whether it is used with the person's name or not.

Prime Minister Martin, President Bush
the President of the Treasury Board

According to the Assistant Deputy Minister, this is a unique arrangement.
They discussed the matter with the Chief, Public Affairs Section.

Do not capitalize titles in the plural, titles preceded by an indefinite article or titles modified by an adjective.

the deputy ministers
a member of Parliament
the former ambassador

Private or government organizations

Capitalize the complete and formal designations of governments, government departments and agencies (including their organizational subdivisions at all levels—branches, divisions, directorates, etc.), boards and committees and “the Crown” when it means the supreme governing authority.

the Government of Canada, but the Canadian government, the federal government, the government
the Department of National Defence (the Department)
the Public Service Commission (the Commission)
the Communications Bureaus (the Bureaus)
the Public Affairs Division (the Division)

When used in a non-specific sense, when preceded by an adjective or when used in an adjectival form, short forms are written in lower case.

We have formed a committee to study the matter.
This division has 60 employees.
Our section is preparing a toolbox.
The departmental representative arrived late.

Do not capitalize the plural forms of such words as government, department and division, even when the proper titles are given.