

In many old hymn and prayer-books poetic lines considered virtually a part of the line next preceding begin with a small letter.

II. Direct questions and direct quotations with formal introductions begin with capitals.

1. A quotation informally used as part of a longer sentence does not take the initial capital.

A good hint for historical teaching is that "it is not of so much importance to know where Marcellus died, as why it was unworthy of his duty that he died there."—*Montaigne*.

III. Title-pages of books, chapter-headings, and title-heads of essays or other articles, are commonly in capitals.

1. Heads in capitals and small letters are more common in the newspapers than in magazines or reviews, and are rarely seen in books. When so written or printed, or when a title of any kind containing several words is cited, all those words should be capitalized which are inflected, as nouns, pronouns, adjectives, participles, verbs, and adverbs. The first word of a sub-title following a title and colon should be capitalized, as Richter's "Levana: The Doctrine of Education"; but Rousseau's "Emile, or Treatise on Education."

2. Signs, display lines in placards, bulletins, circulars, and advertisements, and the principal lines of obituary and other monuments, are usually in capitals. Copied inscriptions are sometimes printed in capital letters.

I found an altar with this inscription, TO THE UNKNOWN GOD.—*Paul*.

3. A writer need not write entire words in capitals. Three strokes under them indicate that they are to be read or printed as capitals.

IV. In letters, the greeting or salutation should begin with a capital, also any noun in it, but not an adjective, unless it is made a noun. The complimentary close has only an initial capital, unless more than one line is taken for it.

Sir, Dear Sir, My Dear, My Dear Sir (Friend, Wife, etc.)

Yours truly. Truly yours.

Respectfully and truly.

Yours.

V. Names applied to God, Christ, the Holy Spirit, the Bible, its great divisions and its books, are capitalized.

1. Heaven and Providence take the capital only as synonyms for God.

2. "King of kings and Lord of lords" is so written because the second noun in each pair is a common noun.

3. Sometimes a designation of God appears wholly in capitals, as in the Bible JAH, JEHOVAH, I AM THAT I AM.

4. Pronouns referring to God, Christ, or the Holy Spirit should be capitalized only when they are used without the antecedent expressed.