

—There is something in the following as a hint to our teachers in view of the coming examination. The pupil does not always know with confidence that a sentence begins with a capital and ends with a full stop; and it is sometimes painful to note their eccentricities in the use of capital letters.

Capital is from the Latin adjective *capitalis*, relating to the head, hence chief or pre-eminent; and several English uses of the word correspond to this meaning. Our capital letters indicate the prominence or leadership of words distinguished by them. They are now used almost exclusively as initial letters; but the oldest Greek manuscripts known and most Latin manuscripts to the ninth century are written wholly in capitals and commonly without any punctuation or spaces between words. In other old writings and prints capitals are much more used with small letters than at present; as, "Many a Noble Genius is lost for Want of Education, which would then be Much More Liberal." This usage, so far as it distinguishes the noun, still prevails in German orthography. In this country there has been of late years a sharp reaction from the former redundancy, and the paucity of capitals in some prints, notably certain newspaper and book catalogues, seriously defaces typography and occasionally misleads the reader. The stone church, Cleveland, may mean any church of that material in the city; but the Stone Church designates a particular one. We trust the following rules and exceptions offer the right and safe medium between extremes. Examples are not given in all cases, because many are easily found by the student.

RULES.

1. The first word of a sentence or a line of poetry begins with a capital.

1. Capitalize also the first word of an expression standing for a sentence.

Four golden rules: When you consent, consent cheerfully. When you refuse, refuse finally. Often command. Never scold.—*Abbott*.

Education is: 1. Growth. 2. Training. 3. Information. [If the figures are placed in parentheses capitals after them are not used, as "Education is (1) growth, (2) training, (3) information. But the numbers are not necessary, unless paragraphs follow relating to the several particulars and numbered accordingly.]

"Himself his own dark jail."

2. In preambles and resolutions the next word after, "Whereas" or "Resolved" begins with a small letter.

3. When a word is divided at the end of a line of poetry, the part of it carried to the next line begins with a small letter.

"There first for thee my passion grew,
Sweet, sweet Matilda Pottingen!
Thou wast the daughter of my tu-
tor, law professor at the U-
niversity of Göttingen."