## **Five Rules for Headline Capitalization**

- 1. Capitalize the first and last words in titles and subtitles, and capitalize all other major words (nouns, pronouns, verbs, adjectives, adverbs, and some conjunctions but see rule 4).
- 2. Lowercase the articles the, a, and an.
- 3. Lowercase prepositions, regardless of length, except when they are used adverbially or adjectivally (*up* in *Look Up*, *down* in *Turn Down*, *on* in *The On Button*, *to* in *Come To*, e tc.).
- 4. Lowercase the common coordinating conjunctions *and*, *but*, *for*, *or*, and *nor*.
- 5. Lowercase *to* not only as a preposition (rule 3) but also as part of an infinitive (*to Run, to Hide*, etc.), and lowercase *as* in any grammatical function.