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## General Rules of Style: Capitalization

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**GENERAL RULES OF STYLE**

**1. CAPITALIZATION**

In addition to proper nouns, capitalize the following commonly used words in the text or footnotes. Generally, when a noun refers to a person or group of persons, capitalize it when it is clear that the noun is referring to a specific person or group, whether or not the persons or group's proper name is used.

<b>Word</b>	<b>Example</b>
Act	Public Records Act The Act was an important one for the media.
Attorney General	Attorney General Butterworth The Attorney General called the meeting to order.
Bill	When referring to a specific bill by number, as in "House Bill 281 proposed stringent guidelines for development of environmentally sensitive lands." Incomplete references are not capitalized, as in "The Senate bill stalled on the calendar for two weeks, but action was livelier in the House."
Board	
Bureau	
Cabinet	
Chairman	
Chairwoman	
Commission	
Committee	
Committee Substitute	When referring to a particular bill by number, as in "Committee Substitute for House Bill 145 had become a vehicle for House Bill 1378."
Council	
Department	The Department of State The Department was the prime instigator of the legislation.

Governor	Governor Bob Martinez The Governor vetoed the bill.
House	The House unanimously passed the resolution.
Legislature	The Legislature intended to . . . .
Office	Office of the Governor
President	
Regular Session (or Special Session, or Organizational Session)	During the 1985 Regular Session significant new legislation aimed at . . . .
Senate	
Speaker	
State	The State's positions. . . .

## 2. ABBREVIATIONS

### 2.1 IN TEXT

Generally, do not abbreviate anything in the text or in a textual discussion in footnotes, except case names as provided by Blue-book Rule 10.2.1(c), and state agencies as provided below.

The United States Supreme Court declined to rule on the constitutionality of punitive damages in *Aetna Life Insurance Co. v. Lavoie*.

75. Jack Overstreet, Staff Director of the House Committee on Governmental Operations, told the Chairman of the Senate Committee on Appropriations that the funding for House Bill 1288 should be as approved by the House.

93. Representative Hector, in explaining the development of the bill, told the House Committee on Governmental Operations that similar acts of Missouri, Texas, Oregon, and Massachusetts were considered by the Subcommittee on Administrative Procedures.

#### 2.1.1 State Agencies

The following acronyms for certain state agencies may be used on second reference either in the text or in a textual discussion in the footnotes. Note that some of the acronyms are used by more