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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. When a noun refers to a person or group of persons, capitalize it only when a person's or group's full name or title is used. Otherwise, follow *Bluebook* Rule 8.

Word	Example
Act	When referring to a specific act, as in "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	
Chair	
Commission	
Committee	When referring to a specific committee. Location references in parentheses are not capitalized, as in (on file with comm.).

Word	Example
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 Lawton Chiles The Governor vetoed the bill.
House	When referring to either the Senate or the House of Representatives, as in "The House unanimously passed the resolution." When referring to either house generally, it should not be capitalized, as in "When referring to either house's history"
Legislature	The Legislature intended to
Lieutenant Governor	Lieutenant Governor Buddy MacKay If the Governor dies, article IV, section 3, subsection a of the Florida Constitution provides that the Lieutenant Governor shall become Governor.
Office	The Office of the Governor
President	
Regular Session (or Special Session, or Organizational Session)	During the 1989 Regular Session, significant new legislation aimed at
Senate	

Word	Example
Speaker	
State	The State's position

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 *Bluebook* Rule 10.2.1, and state agencies as provided in Rule 2.1.1 below.

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

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.

1. 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 and divisions may be used on second reference either in the text or in a textual discussion in the footnotes. The acronym should be identified after the first reference to the full title.

The public education campaign launched by the Department of Health and Rehabilitative Services (HRS) in 1988 educated elderly Floridians about services available to them.

Note that some of the acronyms are used by more than one agency. If two or more agencies with the same acronym are mentioned in the same article, do not use the acronym.

Agency	Text Abbreviation
Department of Administration	DOA
Department of Agriculture & Consumer Services	DACs