

Quotation Marks	Italicized When Typed Underlined When Written	Titles Punctuation

Capitalized	Not Capitalized	Titles Capitalization

article	handout/ assignment	pamphlet	adjective	last word
artwork	magazine	play/ musical show	adverb	noun
chapter of book	movie	poem (book- length)	article (a, an, the)	preposition: ≤3 letters
collection of essays	music album/ tour	poem (short)	conjunction: ≤3 letters	preposition: ≥4 letters
encyclopedia	newspaper	t.v. show (episode)	conjunction: ≥4 letters	pronoun
essay	novel	t.v. show (series)	first word	verb

Note: punctuate titles only when referring to works, not on the actual works themselves.