

Effective from:	09 July 2008
Enquiries to:	Room and Course Scheduling

## Capitalization of Titles for the Course Catalogue

The rules for capitalization in English titles are different from the general grammar rules for capitalization. Please comply with these instructions to ensure that all course catalogue entries are standardized.

When entering an English title, please note that the first and last word and all other words (e.g. pronouns, adjectives, adverbs, verbs) must be capitalized. The only exceptions are:

- definite and indefinite articles (e.g. *a, the*)
- conjunctions (e.g. *and, or, but, nor, for, so, yet*)
- demonstrative pronouns (e.g. *this, those*)
- short prepositions (e.g. *in, for, after*)

All «English Titles» in the course catalogue must be formatted according to the above rules.

### **Examples:**

Germany Between 1949 and 1989: Division and Restoration

History of the Soviet Union and After

Save Our Children

Individual Study

Animal Breeding I

Social-Emotional Development in Infancy

Introduction to Asian Civilisations: History of Japan

Living and Working Well: An Introduction to Health Education

Earth Systems and Global Change: An Introduction to the Earth Sciences

Introduction to Criminal Law and Problem Solving

Special Study for Advanced Undergraduates

Infancy and Early Childhood

Community Health Studies - Combined Subjects

Children's Learning and Thinking

Environment, Health and Safety

What Is History Today?

Academic Writing in ESL (English as a Second Language)