Capitalization: Title and Sentence case

**Title Case**
Title case is used to capitalize the following types of titles and headings in APA Style:

- Titles of references (e.g., book titles, article titles) *when they appear in the text of a paper*,
- The title of your own paper and of named sections within it (e.g., the Discussion section), and
- Titles of *periodicals*—journals, magazines, or newspapers—which are also italicized (e.g., *Journal of Counseling Psychology, The New York Times*).

**Here are directions for implementing APA’s title case:**

1. Capitalize the first word of the title/heading and of any subtitle/subheading;
2. Capitalize all "major" words (nouns, verbs, adjectives, adverbs, and pronouns) in the title/heading, including the second part of hyphenated major words (e.g., *Self-Report* not *Self-report*); and
3. Capitalize all words of four letters or more.

This boils down to using **lowercase** only for “minor” words of three letters or fewer, namely, for *conjunctions* (words like *and*, *or*, *nor*, and *but*), *articles* (the words *a, an, and the*), and *prepositions* (words like *as, at, by, for, in, of, on, per, and to*), as long as they aren't the first word in a title or subtitle.

**Sentence Case**
Sentence case, on the other hand, is a capitalization style that mainly uses lowercase letters.

**Here are directions for implementing sentence case in APA Style:**

1. Capitalize the first word of the title/heading and of any subtitle/subheading;
2. Capitalize any *proper nouns and certain other types of words*; and
3. Use lowercase for everything else.

Additionally, as you might suspect given its name, sentence case is used in regular sentences in the text of a paper. In a typical sentence, the first word is always capitalized, and the first word after a colon is also capitalized when what follows the colon is an independent clause.