

# Capitalization

## Sentence case

Sentence case only capitalizes the initial letter of the first word, and proper nouns. Use sentence case in the following cases, except [branded terms ↗](#).

### Text elements

Such as [headings](#) (H1 through H6), [form titles](#), descriptions, [tooltips](#), etc.

Do	Don't
<div>Author definition from scratch</div>	<div>Author Definition from Scratch</div>

- `definition` shouldn't be capitalized because it isn't a [branded term ↗](#).
- `scratch` shouldn't be capitalized because headings use sentence case.

Do	Don't
<div>Collection name</div>	<div>Collection Name</div>

- Form field titles use sentence case.

Do	Don't
<div>Tests and automations</div>	<div>Tests and Automations</div>
	<div>Tests And Automations</div>

- Section headings use sentence case.

### Descriptions with in-line links

Do	Don't
<div>Host your existing and new API documentation on <a href="#">custom domains ↗</a>.</div>	<div>Host your existing and new API documentation on <a href="#">Custom Domains ↗</a>.</div>

- `custom domains` isn't a [branded term ↗](#) like API Governance, Postman, etc., and shouldn't be capitalized.

Do	Don't
<div>Learn more about <a href="#">API Security ↗</a>.</div>	<div>Learn more about <a href="#">api security ↗</a>.</div>

- `api security` should be capitalized because it is a [branded term ↗](#).

### Dropdown menu items

Do	Don't
<div>...</div>	<div>...</div>

- Menu items use sentence case.

### Toggle switch label

Do	Don't
<div><input type="checkbox"/> off</div>	<div><input type="checkbox"/> OFF</div>

- Toggle status indicator text uses sentence case.

## Title case

Title case capitalizes the first letter of each word. Use title case in the following cases, except for articles, conjunctions, and prepositions.

**Note:** If any articles, conjunctions, or prepositions are the first or last words in a sentence, they can still be capitalized.

### Buttons

Do	Don't
<div>Go to Public API Network</div>	<div>Go To Public API Network</div>

- `to` is a preposition and shouldn't be capitalized.

Do	Don't
<div>Create Public Workspace</div>	<div>Create public workspace</div>
	<div>Create public Workspace</div>

- Every word needs to have their first letter capitalized.

Do	Don't
<div>View API Governance</div>	<div>View API governance</div>

- `API governance` is a [branded term ↗](#) and should be capitalized.

Do	Don't
<div>Got It</div>	<div>Got it</div>

- `it` should be capitalized even though it is a preposition because it is a last word.

Do	Don't
<div>More Actions ▾</div>	<div>More actions ▾</div>

- `More actions` should be capitalized because menu button uses title case.

## All caps

**Never use all caps unless it is an acronym, initialisms, or some file types.** Writings in All-caps are harder to read because the shape of the letters are harder to differentiate. This puts extra stress on people with reading/cognitive disabilities such as dyslexia.

Do	Don't
<div>The API Builder connects to the source code repo automatically to maintain documentation.</div>	<div>The Api Builder connects to the source code repo automatically to maintain documentation.</div>

- `Api` should be in all caps because it is an acronym for application programming interface.

Do	Don't
<div>Upload a PNG or JPEG file.</div>	<div>Upload a Png or jpeg file.</div>

- `Png` and `jpeg` are acronyms and should be in all caps.