CAPITALIZATION OF “CITY” AND “STATE”

Rules by AP Stylebook, Bad Grammar/Good Punctuation, Chicago Manual of Style, Gregg Reference Manual, and Morson’s

SUGGESTS CAPPING:
AP: "The City gave out several citizens' awards."
BGGP: CAPITALIZATION.53: The State rests.

SUGGESTS NO CAPPING:
GREGG: 335b suggests no caps (though people who work for the state might cap it) (e.g., “He is an employee of the state.”)
CMOS: 8.51 suggests caps only when used as part of the full name of the body (e.g., “That is a City of Chicago ordinance.”)
MORSON’S: 222 Note: “…capital is not used for the same reason it would not be used if the burden of proof were on the Big Car Company, which was later referred to as company.”

AP STYLEBOOK

Governmental bodies: Capitalize references to specific bodies, even without the locality or state name: the Virginia General Assembly, the General Assembly … Lowercase short forms and generic references: Republicans control the assembly. The council voted to raise parking fines. No legislature has approved same-sex marriage.

Government buildings: Capitalize Capitol and City Hall when referring to a specific building: the U.S. Capitol, the Capitol, the Virginia Capitol, the state Capitol, Richmond City Hall, City Hall … Lowercase general references: You can’t fight city hall.

capital, capitol
The city where a seat of government is located is the "capital." Do not capitalize. Do capitalize "U.S. Capitol" and "the Capitol" when referring to the building in Washington, D.C., or in a state capital: "The Texas Capitol is in the state's capital city, Austin."

cities
Spell out names of cities unless in direct quotes. Do not capitalize the word "city" when it is not used as a proper noun (city government, the city of Chicago, but "the City gave out several citizens' awards").
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BAD GRAMMAR/GOOD PUNCTUATION

CAPITALIZATION.52: Capitalize the names of the state and city legislative bodies when they are part of the full name; otherwise, leave them lowercase.

She is a long-time member of the Los Angeles City Council.
The city council will vote on the controversial measure.

He is a member of the California Senate
The senate form of the bill did not pass.

He is the senior member of the Orange County Board of Supervisors.
It was a difficult decision for the board of supervisors.

Again, if you are working for one of these entities, you may capitalize differently.

CAPITALIZATION.53: Capitalize the words city, county, and state when they are parties to the lawsuit *or* when they refer to the specific entity.

Her paycheck comes from the City of Los Angeles.
Did that occur in the city of Los Angeles?

The State rests.
He lives in the State of California.

The County will provide it was not negligent.
I live near the county line.

Sometimes the word city is part of the name of the city. Of course, when this occurs, it is capped: e.g., Culver City, Salt Lake City.

The words city, county, and state are not capped when they represent the trees and the buildings and the streets.

It took place in the county of Santa Barbara.
She resides in the city of Sheridan.
Was he transported to the state of Arkansas

CHICAGO MANUAL OF STYLE

8.50 Political divisions—capitalization

Words denoting political divisions—from empire, republic, and state down to ward and precinct—are capitalized when they follow a name and are used as an accepted part of the name. When preceding the
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name, such terms are usually capitalized in names of countries but lowercased in entities below the national level (but see 8.51). Used alone, they are usually lowercased.

the Ottoman Empire; the empire
the British Commonwealth; Commonwealth nations; the Commonwealth (but a commonwealth)
the United States; the Republic; the Union
the United Kingdom; Great Britain; Britain (not the kingdom)
the Russian Federation (formerly the Union of Soviet Socialist Republics; the Soviet Union); Russia; the federation
the Republic of South Africa (formerly the Union of South Africa); South Africa; the republic
the Fifth Republic (France)
the Republic of Indonesia; the republic
the Republic of Lithuania; the republic
the Federal Democratic Republic of Ethiopia; the republic; the State of the Gambella Peoples; the state
the Commonwealth of Australia; the commonwealth; the state of New South Wales; the Australian Capital Territory
the Commonwealth of Puerto Rico
Washington State; the state of Washington
the New England states
the province of Ontario
Jiangxi Province
Massachusetts Bay Colony; the colony at Massachusetts Bay
the British colonies; the thirteen colonies
the Indiana Territory; the territory of Indiana
the Northwest Territory; the Old Northwest
the Western Reserve
Lake County; the county of Lake; the county; county Kildare (Irish usage)
New York City; the city of New York
the City (the old city of London, now the financial district, always capitalized)
Shields Township; the township
the Eleventh Congressional District; the congressional district
the Fifth Ward; the ward
the Sixth Precinct; the precinct

8.51 Governmental entities

In contexts where a specific governmental body rather than the place is meant, the words state, city, and the like are usually capitalized when used as part of the full name of the body. See also 8.50.

She works for the Village of Forest Park.
That is a City of Chicago ordinance.
but
Residents of the village of Forest Park enjoy easy access to the city of Chicago
Some short forms (common-noun elements replacing the complete proper name) are capitalized when they are intended to carry the full significance of the complete proper name. It is in this area, however, that the danger of overcapitalizing most often occurs. Therefore, do not capitalize a short form unless it clearly warrants the importance, distinction, or emphasis that capitalization conveys.

The following kinds of short forms are commonly capitalized:

PERSONAL TITLES: Capitalize titles replacing names of high-ranking national, state, and international officials (but not ordinarily local officials or company officers). (See ¶313.)

ORGANIZATIONAL NAMES: Do not capitalize short forms of company names except in formal or legal writing. (See 11321.)

GOVERNMENTAL NAMES: Capitalize short forms of names of national and international bodies (but not ordinarily state or local bodies). (See 326-327, 334-335.)

Capitalize the word city and state only when it is part of the corporate name of the city or part of an imaginative name.

Kansas City the Windy City BUT: the city of Dallas

Capitalize state only when it follows the name of a state or is part of an imaginative name.

New York State is also called the Empire State
The state of Alaska is the largest in the Union.
Washington State entered the Union in 1889, the forty-second state to do so.
Next year we plan to return to the States. (Meaning the United States.)

Do not capitalize state when it is used in place of the actual state name.

He is an employee of the state. (People working for the state government, however, might write State.)

Kentucky, Massachusetts, Pennsylvania, and Virginia are actually commonwealths. In ordinary usage, however, they are referred to as states.

The commonwealth of Kentucky OR: the state of Kentucky
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MORSON’S

RULE 221
Capitalize city and state whenever they follow the name of a city or state.

EXAMPLES
a. I had the accident when we were traveling through Kansas City.
b. New York State proposed that legislation ten years ago.
c. I live in New York State, not New York City.

RULE 222
Capitalize city and state when these words precede the name of a city or state and refer to it in a corporate sense, that is, when the name suggests a corporation or company with the capacity to hire, fire, and conduct business.

EXAMPLES
a. The City of Garwood was negligent in its failure to provide a street light at that intersection.
b. The suit alleges that the State of Iowa did not properly advertise for bids on road construction.
c. I worked as an engineer for the State of Ohio for 25 years.
d. The burden of proof is on the State of Utah to prove that my client had access to those files.

NOTE
If the State of Utah is referred to again as just state, the capital is not used for the same reason it would not be used if the burden of proof were on the Big Car Company, which was later referred to as company. Some veteran court reporters have a tradition of using the capital on state, and they may want to continue it.

EXAMPLES
e. The burden is on the plaintiff.
f. The burden is on the state.
g. The burden is on the city.
h. The burden is on the company.

If there is no corporate reference, do not capitalize city or state.

EXAMPLES
i. I was in the city of Concord on June 1.
j. They moved from the state of Ohio in 1980.
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AP Stylebook
(Online subscription: https://www.apstylebook.com/)

Margie Wakeman Wells' Court Reporting: Bad Grammar/Good Punctuation
(Online subscription not available. Paperback can be ordered here: https://www.margieholdscourt.com/products/court-reporting-bad-grammargood-punctuation/)

Chicago Manual of Style
(Online subscription: http://www.chicagomanualofstyle.org/subscription_opts.html)

Gregg Reference Manual
(Online subscription: http://highered.mcgraw-hill.com/sites/0073545430/information_center_view0/)

Lillian Morson's English Guide for Court Reporters
(Online subscription not available. Paperback can be found on Amazon.com)