

The Six Rules of Commas

Separate main clauses linked by a coordinating conjunction:

Main clause , { for and nor
but or yet
so } Main clause .

Set off most introductory elements:

Introductory Element , Main clause.

Set off nonessential elements:

Main clause , nonessential elements .

Beginning of main clause , nonessential element , end of main clause .

Separate items in a series:

item 1 , item 2 , { and
or } item 3 .

Separate coordinate adjectives:

first adjective , second adjective word modified . . .

Other uses:

Separate parts of dates, addresses, long numbers.

Separate quotations and signal phrases.