

Commas

1. Use commas in **compound sentences with clauses** are separated by a **conjunction** (and, but, for, not, yet).
She managed the restaurant, but he did the cooking.
OR leave out conjunction:
She managed the restaurant. He did the cooking.
Separate **two independent clauses with a colon** when no conjunction is used.
She managed the restaurant; he did the cooking.
2. Use commas to separate **elements in a series**.
DIFFERS from English composition style
MEDIA RULE: leave out **serial comma** before conjunction
Red, white and blue
The tall, dark, handsome man hailed, lauded and applauded Ted, George, Maude and Rebecca.
3. Use commas when **attributing from quoted material**. Commas set off **words of attribution** (*said, stated*) from the words of a one-sentence quotation unless a question mark or exclamation mark is preferred. Use them also in greetings.
He said, "Hello."
"Good-bye," she replied.
NOTE: Commas, like periods, are always placed inside quotation marks.
4. Commas follow **introductory matter**, such as **introductory adverbial clauses**.
When the team was forced to kick, the coach sent in his best players.

Commas also follow **two or more introductory prepositional phrases**.
In the spring she returned to MSUM. (No comma)
In the spring of 1981, she returned to MSUM.
5. Use a comma with a **phrase that contains a verbal***
*a verb used as a modifier-- **gerund** (ends in "-ing") or **infinitive** ("to be," "to do"):
Singing as she worked, Mary answered the phone.
Kicked by a horse, Don was more than stunned.
To cure hiccups, drink from the far side of a glass.
6. Commas follow the **salutation** of a friendly letter and complimentary **close** of any letter.
7. Commas follow all items in a **complete date** or **city/state combination**.
8. Commas surround **nonessential words or phrases**.
Well, we will just have to walk home.
Now, don't get me wrong.
9. Commas set off **appositives** *
* words or phrases that **rename a noun** and amplify the subject.
Betty Brown, her mother-in-law, has been married twice.
The candidate, suffering from laryngitis, canceled the speech.
10. Commas surround words of **direct address**.
Mary, please pass in your paper.