

MC210: Commas

1. Use commas in compound sentences with **independent clauses** are separated by a conjunction (and, but, for, nor, yet)

When the conjunction is avoided, avoid the comma splice (run-ons):

2. Use commas to separate **elements in a series**: nouns, adjectives, adverbs.

3. Use commas when attributing from **quoted material**.

4. Commas follow **introductory matter**, such as introductory adverbial clauses.

Commas also follow two or more introductory prepositional phrases.

Use a comma with a **phrase that contains a verbal** (gerund or infinitive):

5. Commas follow the **salutation** of a friendly letter and **complimentary close**.

6. Commas follow all items in a **date or full address**.

7. Commas surround **nonessential words or phrases**.

Commas set off **appositives** – words or phrases that rename a noun.

Commas set off **nonessential modifying clauses and phrases**.

8. Commas surround **words of direct address**.
