

Comma Rules

- 1) Use a comma to offset an introductory word, phrase, or clause.
- 2) Use a comma between two descriptive adjectives which can be reversed in order.
- 3) Use a comma between three or more items in a series.
- 4) Use a comma before, "and, but, or, nor, for, yet" when there is a complete sentence on either side.
- 5) Use a comma to offset unnecessary and parenthetical words, and words in direct address.
- 6) Use a comma between days, dates, and years.
- 7) Use a comma in the salutation of a friendly letter.
- 8) Use a comma between cities and states but not between states and zip codes.
- 9) Use a comma to offset quotes unless you use a ? or a !
- 10) Use a comma where natural pause is necessary or to avoid confusing wording.